



## Jackson County Cultural Coalition of the Oregon Cultural Trust

Arts • Heritage • Humanities

# 2009 GRANT APPLICATION PACKET

ALL APPLICATIONS MUST BE POSTMARKED  
BEFORE OR ON FRIDAY – SEPTEMBER 15, 2008

- Goals and Primary Interests
- Restrictions
- Frequently Asked Questions
- Application Procedures
- Applicant Responsibilities
  
- Grant Application (pages 5-7)
  - Must Include:
    - Application Cover Sheet
    - Narrative
    - Attachments

**Vision:** The Jackson County Cultural Coalition (JCCC) grant funds should promote breadth, diversity, and participation in the arts, heritage, and humanities in all communities of Jackson County, Oregon.

### Award Notification

- JCCC awards grants typically range from \$500 to \$1500.
- JCCC will notify all applicants regarding the outcome of their proposal requests during November 2008.
- All decisions of the JCCC Board are final.

To learn more about the Jackson County Coalition and to view past awards please visit:

[www.jacksoncountyculturalcoalition.org](http://www.jacksoncountyculturalcoalition.org)

## Goals, Primary Interests, and Restrictions

### **Goal #1: Support participation in and access to cultural activities**

- Increased access (especially for underserved populations)
- Partnerships add to community inclusiveness and show project support
- Marketing and broader publicity opportunities
- Cultural opportunities of exceptionally high quality

### **Goal #2: Support and promote cultural educational opportunities, especially for youth**

- Cultural education integrated into curriculum in Jackson County schools
- Curriculum enhancement activities that have cultural significance

### **Goal #3: Support and promote awareness and coordination of cultural organizations, projects, and programs**

- Shared projects
- Articulation of common goals and missions among cultural organizations
- Collaborative marketing and information dissemination about cultural activities

### **Goal #4: Support and promote awareness of the Oregon Cultural Trust**

Projects must acknowledge the Oregon Cultural Trust by way of signage at a project, inclusion of language in public service and media announcements, and/or Articulate in an attractive and accessible format the value of supporting arts, heritage and humanities in the lives of all residents of Jackson County

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**Primary Interests:** The Jackson County Cultural Coalition awards grants to tax-exempt organizations that benefit the residents of Jackson County and which support and promote:

- Participation in and access to cultural activities for all residents;
- Cultural and educational opportunities especially for youth in Jackson County;
- Awareness and coordination of cultural organizations, projects and programs in Jackson County; and
- Awareness of the Oregon Cultural Trust in Jackson County.

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### **Restrictions**

Grant funds cannot:

- Be made to individuals
- Be used for major construction projects, general maintenance or endowments
- Support projects which have already been completed or for general operations
- Support commercial ventures

## Frequently Asked Questions

**Who is eligible to apply for a Cultural Coalition grant?** Tax-exempt organizations serving Jackson County whose project clearly demonstrates the direct support of work in the arts, heritage, and humanities.

**What type of arts, heritage and humanities project might be eligible for a grant?** Examples of eligible projects include: events or programs for galleries, museums, support of public art and art education, cultural fairs and festivals; concerts or theater series; enrichment and education efforts associated with varied fields including history, philosophy, languages, literature, archaeology, ethics, etc.

**What are grant funds intended to be used for?** Cultural Coalition grants are intended to fund projects that meet the Primary Goals of the Jackson County Cultural Coalition. In addition, they are intended to increase awareness of and participation in the various cultural programs of Jackson County.

**Can I apply for building repairs or renovations?** Generally not; however, if your project supports access or reflects a clear emergency need, we may make an exception. For example, an access ramp supporting ADA compliance would be a reasonable request, as would bilingual signage. Emergency repairs needed to preserve artistic, heritage or cultural resources may also be considered.

**Can our organization apply for support for its endowment?** Because of the size of the grant pool we are not considering requests to support endowments.

**Can our organization apply for support for general operations?** No, we are not considering requests to support general operating expenses.

**Does my non-profit organization need to be headquartered in Jackson County?** No, but the Jackson County Cultural Coalition will give preference to organizations with headquarters in Jackson County.

**My organization does not yet have independent nonprofit status. Can we apply for a grant?** Individuals cannot apply for grants, and organizations that do not have tax-exempt status cannot apply either. However, individuals and nonqualified organizations may partner with qualified fiscal sponsors who are tax exempt.

**Can an organization apply for more than one grant in a given funding cycle?** Generally not. We work to spread the funding among a range of organizations. However, if an organization submits more than one application that can impact substantially different populations or locations, we may consider exceptions.

**What is the size of the grants?** Grants usually range from \$500 to \$1500.

## Application Procedures

Organizations should send **two sets** of the completed application to the following address:

The Jackson County Cultural Trust  
c/o The Arts Council of Southern Oregon  
33 North Central, Suite 300  
Medford, Oregon 97501

- **Deadline:** Applications must be postmarked on or before September 15, 2008.
- JCCC cannot accept proposals sent by fax or email.
- All portions of the grant package must be complete, signed, and dated by the organization's authorized representative.
- JCCC will consider only those applications that are complete in all respects at the time they are submitted.
- Only organizations serving Jackson County may apply.

## Applicant Responsibilities

- JCCC Board Members may contact your organization for additional information or clarification during the grant proposal review process. Your organization should be prepared to schedule a site visit to discuss your proposal in greater depth.
- The Board President of your organization will be required to sign a Grant Contract acknowledging your responsibilities before JCCC will release your grant funds.
- Successful applicants will be required to submit an end-of-the-grant-period Final Evaluation Report detailing expenditures, reporting grant activities, evaluating outcomes, and providing other pertinent information.
- The expectation is that all projects will be completed by December 31, 2009 and final reports will be received by January 31, 2010. If an organization does not meet these responsibilities, the expectation is that funds will be returned to the JCCC.
- Grant recipients should plan to attend a JCCC Award Ceremony in December 2007 to receive grant checks and meet Oregon Cultural Trust and JCCC Board Members.
- Grant recipients must acknowledge the Jackson County Cultural Coalition and the Oregon Cultural Trust in their communications and public events.

## Jackson County Cultural Coalition Grant Application

Please provide all information in the order listed. If information is not available, explain why you cannot include it. JCCC favors applications that identify specific goals and detail strategies for reaching goals.

1. Application Cover Sheet

2. Project Narrative

Provide information in the order requested and identify each separate topic. On no more than 5 pages, single-spaced, using a legible 12 point font. Handwritten applications are discouraged but acceptable if 100% legible.

- a. Describe the project and its components
- b. Identify the project's specific objectives and specify measurable outcomes to be achieved.
- c. Statement of the need for the proposed project, including why the need is significant and how the project will respond to this need.
- d. Explain your organization's plans for achieving the desired outcomes.
- e. Explain how the project addresses the JCCC's Primary Interests for Grantmaking.
- f. Identify the project timetable.
- g. Comment on the capability of your organization to carry out the plans.
- h. Clarify how this project fits into the long-range plans of your organization.
- i. List the names and qualifications of the person(s) staffing the project.
- j. Explain how the project will be evaluated.
- k. Include a line item project budget reflecting anticipated income and expenditures. In-kind contributions should be itemized separately.

3. Provide the following Proposal Attachments.

- a. Names of Board Members, contact information, their affiliations or occupations and community of residence.
- b. A copy of the latest board approved Financial Statement signed by an authorized party.
- c. If your organization is designated as a charitable organization by the State of Oregon, please send a copy of your organizations most recently completed CT-12.
- d. Copy of the organization's IRS determination letter.

**JACKSON COUNTY CULTURAL COALITION  
GRANT APPLICATION COVER SHEET**

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

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Website \_\_\_\_\_

Organization's mission/primary activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of members of governing board \_\_\_\_\_ Number of volunteers \_\_\_\_\_

Number of paid employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Number of patrons served last year \_\_\_\_\_

Project contact person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

President of the Board of Directors \_\_\_\_\_

Summary of project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Project period: Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

Project Location \_\_\_\_\_

Who and how many will be served? \_\_\_\_\_

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Total project cost \_\_\_\_\_ Grant request \_\_\_\_\_

Amount and sources of project funding to date \_\_\_\_\_

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Other funding sources from which support is being requested and when you expect to know if support will be forthcoming \_\_\_\_\_

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List project partner organizations and summarize their roles \_\_\_\_\_

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### **Authorization**

I certify the information contained in this proposal is correct and that I am authorized to submit this application to the Jackson County Cultural Coalition.

Authorized Signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_