



# Jackson County Cultural Coalition of the Oregon Cultural Trust

Arts • Heritage • Humanities

## Grant Application Guidelines for 2018

### Award Amounts

The Jackson County Cultural Coalition awards grants that are typically between \$1,000 and \$3,000 for projects and programs within Jackson County which support and promote the arts, heritage and humanities, for all residents of Jackson County.

### Deadline

All applications must be **e-mailed** to **info@jacksoncountyculturalcoalition.org** by **5 p.m. on Tuesday, September 5, 2017**. **Mailed applications must be postmarked by that date**. Please use the checklist on page 5 to complete your application; **incomplete applications will be rejected**.

### Questions

If you have any questions about the application guidelines, or the grant you are considering submitting, please contact the JCCC at: **info@jacksoncountyculturalcoalition.org**

### Eligibility Considerations

#### 1. Who may apply?

- Grant applications will be accepted only from tax-exempt organizations, or organizations that have fiscal sponsors that are tax-exempt organizations, for projects or programs occurring between January 1, 2018, and December 31, 2018.
- No grants to individuals will be made.
- A grant request from an organization that received funding in 2016, and has not completed all of its required reports by stated deadlines will not be considered.

#### 2. What will be funded?

The Jackson County Cultural Coalition only makes grants for projects and programs within Jackson County which support and promote:

- Participation in and access to cultural activities, the arts, heritage and humanities, for all residents of Jackson County; and/or
- Cultural and educational opportunities, especially for youth, in Jackson County; and/or
- Increasing awareness of the Oregon Cultural Trust in Jackson County

#### 3. Will we be interviewed?

Yes. A representative of the Jackson County Cultural Coalition will interview a member(s) of each organization submitting a complete application. Interviews will take place between

mid-September and mid-October. All applicants will be notified of results by early November.

### **Project Considerations**

To assist organizations in determining their project's funding viability and application preparation, we've listed some basic decision-making guidelines used by the Jackson County Cultural Coalition when reviewing grant applications and making funding recommendations.

- We attempt to balance the allocation of monies to arts, heritage, and humanities projects based on the quality and diversity of grant applications received.
- We value "start up funding" for smaller cultural entities that helps them become established and engage in projects that serve their neighborhoods and communities.
- We fund new projects and programs that larger cultural entities are undertaking, assisting them in "creating a track record" that allows them to show larger funders the validity of their efforts.
- We provide some monies towards projects that we know will benefit the community as a show of local support to better position a cultural organization for obtaining additional funds from other foundations and grant-giving organizations.
- We strive to support as many Jackson County organizations as possible, and therefore take into consideration the number of consecutive years we have funded a given project.
- If you have a capital construction project in mind, please contact us by email prior to investing time in an application. While we do fund some capital projects, we prefer those that support historic preservation and restoration efforts to insure that our local history is not lost.

### **Grant Requirements** (if your project/program application is funded this year)

1. To receive an award check, an organization's representative(s) must attend the Jackson County Cultural Coalition's grant presentation ceremony held on **December 5, 2017**.
2. Organizations funded in 2017 must submit the following grant report(s):
  - Grantees who complete their project or program by **June 30, 2018**, must submit a final report by **July 31, 2018**.
  - Grantees who complete their project by **December 31, 2018**, must submit an interim report by **July 31, 2018**, and a final report by **January 15, 2019**.
3. All publicity, visual or oral, for a funded project must include the following acknowledgement: **"Funded (in part) by the Jackson County Cultural Coalition and the Oregon Cultural Trust, together investing in Oregon's arts, heritage, and humanities."**

### **Grant Application**

Please follow the guidelines below to submit your organization's grant application. Applications must be **e-mailed** to **info@jacksoncountyculturalcoalition.org** by **5 p.m.** on **Tuesday, September 5, 2017**.

**Mailed applications must be postmarked by Tuesday, September 5, 2017**, and sent to the following address:

**Jackson County Cultural Coalition  
P.O. Box 8586  
Medford, OR 97501**

**Mailed grant applications** must include **two sets** of the following items (in the order listed). Please do not staple, clip or bind the pages of the application and use letter-sized white paper printed on one side only. Please use **12-point font**.

**1. Cover letter:**

Provide a **one-page** cover letter from the applicant organization that includes: a summary of the scope of the project; the amount of the request; the applicant organization's tax identification number; the fiscal sponsor's tax identification number (if applicable); and the name, address, e-mail, and telephone number of the person(s) to contact regarding the application.

**2. Proposal Narrative (4 pages or less):**

- a. Describe the proposal or project, including how many Jackson County residents will be served and/or impacted.
- b. Describe how the proposal or project will enhance access to cultural activities for Jackson County residents and/or enhance cultural education for Jackson County youth in schools and/or community programs.
- c. Describe the organization, its purpose and services to the community, its staffing and use of volunteers.
- d. Detail your proposed project timeline.
- e. Describe the expected results and proposed evaluation method.

**3. Required Attachments (please do not staple, clip, or bind):**

- a. Budget for the applicant's project/proposal including funding sources.
- b. **Balance sheet** from the most recently completed fiscal year. **No Form 990s please.** Profit & Loss statements may be included but are not required.
- c. List of Board of Directors, occupations/affiliations, and addresses.
- d. Copy of the organization's IRS determination letter under section 501(c)(3);
- e. If using a fiscal sponsor:
  - i. Approval of the application by the organization's fiscal sponsor;
  - ii. Copy of the **organization's** fiscal sponsor's IRS determination letter under section 501(c)(3).

**4. Optional Attachments:**

- a. Letters of support (limit two).

**5. Optional feedback** (has no bearing on funding decisions):

- a. We are evaluating our grant application process, and seeking input from applicants. How much time did you spend preparing your application?

**Check List for Grant Application Packet:**

- One page cover letter
- Proposal narrative (no more than four pages)
- Project/proposal budget including funding sources
- Organization's most recently completed **balance sheet**
- Board of Directors list
- Copy of the organization's IRS determination letter under section 501(c)(3)

**If using a fiscal sponsor:**

- Approval of the application by the organization's fiscal sponsor
- Copy of the organization's fiscal sponsor's IRS determination letter under section 501(c)(3)

**Optional:**

- Letters of support (limit, two)
- Feedback on how long it took to prepare the application

**Check List for Submission of the Grant Application Packet:**

- Two copies** of the grant application packet ***if mailing your application.***  
(Please do not staple, clip or bind the pages of the application. Please use letter-sized white paper printed on one side only in 12-point font.)
- Applications must be **e-mailed** to **info@jacksoncountyculturalcoalition.org** by **5 p.m.** on **Tuesday, September 5, 2017.** **Mailed applications must be postmarked by Tuesday, September 5, 2017,** and sent to the following address:

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**Incomplete applications will be automatically rejected.**

For assistance or additional information, please contact  
[info@jacksoncountyculturalcoalition.org](mailto:info@jacksoncountyculturalcoalition.org)