



# Jackson County Cultural Coalition of the Oregon Cultural Trust

Arts • Heritage • Humanities

## Grant Application Guidelines for 2019 Projects

### Award Amounts

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

### Submission and Deadline

All applications must be emailed to [info@jacksoncountyculturalcoalition.org](mailto:info@jacksoncountyculturalcoalition.org) by **Tuesday, September 4, 2018 at 5 pm**. If you are unable to email your application, please contact the JCCC at least two weeks ahead of the application deadline. Incomplete applications will be rejected.

### Questions

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

### Eligibility Considerations

#### 1. Who may apply to the JCCC?

- Tax-exempt organizations or organizations that have fiscal sponsors that are tax-exempt organizations.
- Projects must occur between January 1, 2019 and December 31, 2019.
- Individuals are not eligible for a grant.
- Any organization that received funding for a 2018 project but did not complete all required JCCC reports by the stated deadlines will not be considered.

#### 2. What will be funded?

JCCC makes grants only for projects within Jackson County that 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.

#### 3. Will we be interviewed?

Yes. A representative of the JCCC will interview a member(s) of each organization that submits a complete application. Interviews will take place between mid-September and the end of October. JCCC's funding decisions will be sent to all applicants in early November.

## **Project Considerations**

To assist organizations in determining their project's funding viability and to prepare an application, JCCC lists its basic decision-making guidelines below. These guidelines are used by the JCCC to review each grant application and to make funding recommendations. The JCCC:

- Seeks to balance the allocation of monies to arts, heritage, and humanities projects based on the quality and diversity of grant applications it receives.
- Values "start-up funding" for smaller cultural entities since this helps them become better established and engaged with their neighborhoods and communities.
- Provides some monies as a demonstration of local support to better position organizations for additional funding from larger foundations and grant-giving organizations.
- Strives to support as many Jackson County organizations as possible so it prefers to support new projects rather than consecutive year funding of the same project.
- Asks that you contact its staff by email before applying, if you have a heritage capital construction project in mind.

## **Grant Requirements - if your project/program application is funded this year:**

1. Organizations funded in 2018 for a 2019 project must submit the following grant report(s):
  - a. Grantees who complete their project or program by June 30, 2019 must submit a final report by July 31, 2019.
  - b. Grantees who complete their project by December 31, 2019 must submit an interim report by July 31, 2019 and a final report by January 15, 2020.
2. All visual or oral publicity 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."
3. Must provide visual documentation (digital files) for use on the JCCC website to help promote your organization and Jackson County culture.

## Grant Application

### 1. Please answer the following questions:

- a. Organization Name:
- b. Organization Mailing Address:
- c. Organization Email:
- d. Organization Phone Number:
- e. Organization Tax ID Number:
- f. One Sentence Project Description:
- g. Amount Requested:
- h. Number Directly Impacted by Project:
- i. Number Indirectly Impacted by Project:
- j. Cultural Impact (circle all that apply):            Arts    Heritage    Humanities
- k. Geographic Area of Impact:
- l. Does your project: (check all that apply)
  - Foster expression and access of the arts, heritage, and/or humanities in individuals and communities throughout Jackson County
  - Encourage and engage the youth of Jackson County in arts, heritage and/or humanities
  - Coordinate, disseminate, and promote arts, heritage, and/or humanities throughout Jackson County
- m. Name of Person to Contact for Grant Interview:
- n. Phone Number:
- o. Email Address:

### Proposal Narrative (2 pages or less, using 12-point font):

- a. Describe the organization, its purpose, and services to the community
- b. Describe the project and how it addresses JCCC's stated funding priorities
- c. Describe the evaluation method and expected outcomes
- d. Detail your project timeline

### 2. Project Budget Form

Please follow the example below and submit with your grant application. You may add rows as necessary to share a complete project budget.

**PLEASE NOTE:** If you'd like to download an Excel version of this chart, you may find it at Jacksoncountyculturalcoalition.org

	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>NOTES</b>
<b>EXPENSES</b>	<b>Cash Expenses</b>		
	Guest performer fee	1250	
	Marketing/PR	250	
	<b>Subtotal</b>	<b>1500</b>	
	<b>In-Kind Expenses</b>		
	Facility Rental	250	
	<b>Subtotal</b>	<b>250</b>	
	<b>TOTAL EXPENSES</b>	<b>1750</b>	
<b>REVENUE</b>	<b>Cash Revenue</b>		
	JCCC	1000	<i>Pending</i>
	Partner A	250	<i>Secured</i>
	Partner B	250	<i>Secured</i>
	<b>Subtotal</b>	<b>1500</b>	
	<b>In-Kind Revenue</b>		
	ABC Facility	250	
	<b>Subtotal</b>	<b>250</b>	
	<b>TOTAL REVENUE</b>	<b>1750</b>	

### **Budget Narrative**

Use the budget narrative section to provide additional information if needed.

### **3. Required Attachments**

- a. Statement of Financial Position (or Balance Sheet) from the most recently completed fiscal year. No form 990s.
- b. List of Board of Directors, occupations/affiliations, and contact information.
- c. Copy of the organization's IRS determination letter under section 501(c)(3).

### **4. If using a fiscal sponsor:**

- a. Letter stating approval of the application by the organization's fiscal sponsor.
- b. Copy of organization's fiscal sponsor's IRS determination letter under section 501(c)(3).

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