



Jackson County Cultural Coalition of the Oregon Cultural Trust

Arts • Heritage • Humanities

2011 GRANT APPLICATION PACKET

ALL APPLICATIONS MUST BE POSTMARKED
BEFORE OR ON FRIDAY, SEPTEMBER 10, 2010

- Goals and Primary Interests
- Restrictions
- REVISED Frequently Asked Questions
- REVISED 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 \$2000.
- JCCC will notify all applicants regarding the outcome of their proposal requests during November 2010.
- 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

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 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

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

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

Restrictions

Grant funds cannot:

- Be made to individuals
- Be used for major construction projects, general maintenance or endowments
- Be used for project expenditures taking place prior to January 1, 2011 or after December 31, 2011.
- Support projects or programs which have already been completed or for general operations
- Support commercial ventures

REVISED Frequently Asked Questions

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

What type of arts, heritage and humanities projects or programs might be eligible for a grant?

Examples of eligible projects or programs include: exhibits at galleries or museums, public art projects, cultural fairs and festivals; concerts or theater series; enrichment and education efforts associated with varied fields including the arts, history, philosophy, languages, literature, archaeology, ethics, etc.

Do you fund on-going projects or programs? Yes. We also fund projects and programs that are a one-time event or have just been developed.

What are grant funds intended to be used for? Cultural Coalition grants are intended to fund projects or programs that meet the Primary Goals of the Jackson County Cultural Coalition. Funds from Cultural Coalition grants may be used only for programs and services that serve residents of Jackson County. Funds may not be used for project expenditures taking place prior to January 1, 2010 or after December 31, 2010.

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. Please be sure to complete the portion of the application form for fiscal sponsors.

My organization is considering becoming a fiscal sponsor for a group that does not have tax-exempt status. What does JCCC expect of my organization?

Your organization must assure that you have the legal authority to accept the grant; that a resolution, motion, or similar action has been duly adopted by your governing body authorizing the application; you have identified an official authorized to act in connection with the application and that you will comply with all the conditions of the grant application and the grant award agreement letter. The authorized official will sign the grant application cover sheet. A copy of your organizations most recent IRS 990 form will be included in the application packet. If the application is successful, grants funds will be awarded to the fiscal sponsor and the fiscal sponsor is responsible for all reports being received by JCCC in a timely manner.

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 \$2000.

How do we contact the JCCC? The best way to reach us is by email at info@JacksonCountyCulturalCoalition.org.

REVISED Application Procedures

Organizations should send **three 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 421
Medford, Oregon 97501

- **Deadline:** Applications must be postmarked on or before **September 10, 2010**.
- 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. This contract must be returned to JCCC before the December 2010 Award Ceremony.
- Grant recipients will attend a JCCC Award Ceremony in December 2010 to receive grant checks and to meet JCCC and Oregon Cultural Trust Board Members.
- 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. A mid-grant report will be required for all projects not completed by June 30, 2011.
- The expectation is that all projects will be completed by December 31, 2011 and final reports will be received by January 31, 2012. If an organization does not meet these responsibilities, the expectation is that funds will be returned to the JCCC.
- 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 or program and its components
- b. Identify the project or program's specific objectives and specify measurable outcomes to be achieved.
- c. Statement of the need for the proposed project or program, including why the need is significant and how the project or program 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. Explain, in detail, how you are going to acknowledge the Oregon Cultural Trust and the Jackson County Cultural Coalition.
- g. Identify the project timetable.
- h. Comment on the capability of your organization to carry out the plans.
- i. Clarify how this project or program fits into the long-range plans of your organization.
- j. List the names and qualifications of the person(s) staffing the project.
- k. Explain how the project will be evaluated.
- l. Include a line item project budget reflecting anticipated income and expenditures in Jackson County for the project between January 1, 2011 and December 31, 2011. 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. A copy of your most recent IRS 990 form.
- d. Copy of the organization's IRS determination letter
- e. If you are working with a fiscal sponsor please include the following information for that organization:
 - Names of Board Members, contact information, their affiliations or occupations and community of residence
 - Most recently completed IRS 990
 - 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 _____

EIN # _____ Number of members of governing board _____

Number of paid employees: Full-time _____ Part-time _____

Number of volunteers _____ Number of patrons served last year _____

Project contact person _____

Phone _____ Email _____

President of the Board of Directors _____

In one sentence, please summarize your project or program: _____

Project period: Beginning date _____ Ending date _____

Project Location _____

Who and how many will be served? _____

Total project cost _____ Grant request _____

Amount and sources of project funding to date _____

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

List project partner organizations and summarize their roles _____

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 _____

If applicable, the Fiscal Sponsor warrants and assures that:

As the official authorized by the governing body that will serve as the fiscal sponsor for this grant, I certify that the information in this grant application is correct; that we have the legal authority to accept a grant from the Jackson County Cultural Coalition; and that we will comply with all the conditions of this grant.

Fiscal Sponsor Organization: _____

Fiscal Sponsor Authorized Signature _____

Printed name _____ Title _____

Fiscal Sponsor Mailing Address: _____

_____ Date _____