



# Jackson County Cultural Coalition of the Oregon Cultural Trust

Arts • Heritage • Humanities

## Grant Application Guidelines for 2024 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 **Friday, September 8, 2023 at 5 p.m.** 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. Additional documents beyond those requested (including cover letters) will not be reviewed.

### Questions and/or Technical Assistance

If you have any questions about submitting a grant application to the JCCC, please contact the JCCC no later than Friday, August 11, 2023 at: [info@jacksoncountyculturalcoalition.org](mailto:info@jacksoncountyculturalcoalition.org). Include your questions and best contact information.

The JCCC Grants 101 PowerPoint offers good information on completing many types of grants. Find it (Grant Workshop PowerPoint) on the Jackson County Cultural Coalition website under "Grants," then "Workshop."

### Eligibility Considerations

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

- Tax-exempt organizations or organizations that have fiscal sponsors that are tax-exempt organizations.
- Organizations with projects occurring between January 1, 2024 and December 31, 2024.

#### *Please note:*

- Individuals are not eligible for a grant.
- Any organization that received funding for a 2022 project but did not complete all required JCCC reports by the stated deadlines will not be considered, unless other arrangements have been made with the JCCC.

#### 2. What are the funding priorities of the JCCC?

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.

### **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 mid-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 decisions.

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 programs that increase awareness and appreciation of local cultural diversity and promote greater inclusivity of diverse artists, groups, and community members.
- Values "start-up funding" for smaller cultural entities that helps them become established and engage in projects that serve 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.
- Prefers to support new projects rather than consecutive year funding of the same project.
- Does not favor proposals seeking funding for marketing, transportation, or for providing free tickets.
- 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 2023 for a 2024 project must do the following reporting: (Reporting guidelines at [jacksoncountyculturalcoalition.org](http://jacksoncountyculturalcoalition.org)):
  - a. JCCC will check-in with grantees mid-year. If a grantee's program or timeline differs substantially from their funded application, JCCC expects a written update by July 31, 2024.
  - b. All grantees' projects must be completed by December 31, 2024, and a final report is due by January 15, 2025.
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, which together invest in Oregon's arts, heritage, and humanities."
3. Grant recipients must provide visual documentation (digital files) for use on the JCCC website to help promote your organization and Jackson County's culture.

## JCCC Grant Application for 2024 Projects

**Please provide the following information:**

**1. Background questions:**

- a. Organization's Name:
- b. Organization's Mailing Address:
- c. Organization's Email:
- d. Organization's Phone Number:
- e. Organization's Tax ID Number:
- f. Name of Person to Contact for Grant Interview:
- g. Phone Number:
- h. Email Address:
- i. One Sentence Project Description:
- j. Amount Requested:
- k. What JCCC funds will specifically support (1 sentence description):
- l. Projected Number of People Directly Impacted by Project:
- m. Projected Number of People Indirectly Impacted by Project:
- n. Cultural Impact (circle all that apply): Arts      Heritage      Humanities
- o. Geographic Area of Impact:
- p. Project Scope: (check all that apply)
  - Fosters expression of, and access to the arts, heritage, and/or humanities among individuals and communities in Jackson County
  - Encourages and engages the youth of Jackson County in arts, heritage and/or humanities
  - Coordinates, disseminates, and promotes arts, heritage, and/or humanities in Jackson County
- q. First-time applicant (circle one)?      Yes                  No
- r. All JCCC grants received since 2019 (list each year, project, and amount):

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

- a. Describe the organization, its purpose, and services to the community (limit this to 1 short paragraph)
- b. Describe the purpose of the project, its significance, and community impact.
- c. Discuss how the project addresses JCCC's stated funding priorities.
- d. Describe the capacity of your organization to carry out this project, and how it aligns with your organization's long-range plan or goals.
- e. Detail how the project will be managed, and its major project activities and timeline.
- f. Describe the evaluation method(s) and expected outcome(s).

**3. Project Budget Form:**

Please submit your **project** budget with your grant application (not your organizational budget). Use the format below to list your project's expenses and revenues and adapt the line items as needed. You may add rows as necessary to create 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](http://Jacksoncountyculturalcoalition.org). Ensure that project expenses equal project revenues.

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

***\*Provide additional narrative to explain and/or justify your budget as needed.***

**4. Two Additional Financial Documents (see examples on pages 7-8)**

- a. Financial Statement (Profit and Loss Statement, audited if available).
- b. Organizational Balance Sheet (Assets and Liabilities).

***\*Form 990s are not accepted.***

**5. Board of Directors List:** Names, occupations/affiliations, and contact information.

**6. Copy of the organization’s IRS determination letter under section 501(c)(3).**

**7. Organizations using fiscal sponsors:**

- 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).

**Submission and Deadline**

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**JCCC 2024 Grant Application Checklist**

- \_\_\_ Page One Background Information.
- \_\_\_ Project Proposal (2 pages maximum).
- \_\_\_ Project Budget Form with Budget Narrative (as needed). See example on page 4.
- \_\_\_ Two Additional Financial Documents: Organizational Financial Statement (audited if available) and Balance Sheet (Assets and Liabilities only). See examples on page 6-7).
- \_\_\_ List of Board of Directors.
- \_\_\_ Copy of organization’s IRS determination letter under section 501(c)(3) of the federal tax code.
- \_\_\_ **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).
- \_\_\_ I have not included any extra information or materials.

# Anonymous Nonprofit

## BALANCE SHEET

As of February 15, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	8,825.63
Paypal	0.00
Petty cash	0.00
Savings	23,252.34
<b>Total Bank Accounts</b>	<b>\$32,077.97</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$32,077.97</b>
<b>TOTAL ASSETS</b>	<b>\$32,077.97</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Bal Equity	0.00
Retained Earnings	32,691.51
Net Income	-613.54
<b>Total Equity</b>	<b>\$32,077.97</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$32,077.97</b>

# Anonymous Nonprofit

## PROFIT AND LOSS

January 15 - February 15, 2023

	TOTAL
Income	
Memberships	
Corporate	150.00
Individual	50.00
Institutional	600.00
<b>Total Memberships</b>	<b>800.00</b>
Other Income	
Interest	0.99
<b>Total Other Income</b>	<b>0.99</b>
<b>Total Income</b>	<b>\$800.99</b>
GROSS PROFIT	<b>\$800.99</b>
Expenses	
Admin	
Bank Service Charge	11.10
Software Licence	60.00
<b>Total Admin</b>	<b>71.10</b>
Payroll Expenses (1099)	
Admin Contract Fees	594.00
<b>Total Payroll Expenses (1099)</b>	<b>594.00</b>
Postage	
PO Box Rental	96.00
<b>Total Postage</b>	<b>96.00</b>
<b>Total Expenses</b>	<b>\$761.10</b>
NET OPERATING INCOME	<b>\$39.89</b>
NET INCOME	<b>\$39.89</b>