



## 2019 GRANT APPLICATION GUIDELINES

DEADLINE: November 17, 2018, 11:59 p.m.

### Vision

The Columbia County Cultural Coalition (CCCC) serves as a catalyst for leadership through encouragement, coordination and funding of heritage, arts and humanities in Columbia County, Oregon.

- **Heritage** is what we receive from our ancestors and the past. It includes, but is not limited to, narrative histories, historic objects, traditions, buildings, documents, pictures, museums, cemeteries, natural features, conservation, preservation, and organizations pursuing history.
- **Art** is the creative expression of individuals, groups and organizations. It includes dance, music, creative movement, prose and poetry, architecture, book making, facilities where art is produced, suppliers of arts and materials, education, and performances.
- **Humanities** are our cultural and intellectual heritage, the sum of human experience, thought and expression. They teach us about each other and ourselves, and foster the understanding and connectivity that makes for a vital community. The humanities are the stories, the ideas, and the words that help us make sense of our lives and our world.

### Priorities

- Protect existing and create new cultural assets
- Focus on youth to help them experience culture in a variety of ways.
- Focus on elders to utilize their memories to record our heritage and to seed the future
- Increase access to and participation in cultural events and activities

Funds for CCCC grants come from the Oregon Cultural Trust. Applications for CCCC grants do not disqualify an application to the Oregon Cultural Trust or other organizations.

**Grant Funds Available:** Funds are allocated by Oregon Cultural Commission on an annual basis. The amount CCCC has available to grant will vary from year to year.

### Requirements

2019 grant applications are available for projects occurring between January and November of 2019. Grant awards will range from **\$500** to **\$2000** each. Applications must be **received by**

**November 17, 2018, 11:59 pm.** Grant monies can only be used to cover the actual out-of-pocket expenses of the project. Applicants must provide matching resources, preferably on a dollar-for-dollar basis. The match can be any combination of cash, in-kind donations, and documented volunteer hours. Proof of this matching is required on the final report which must be filed before grant funds will be released. The value of volunteer hours can be found at [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)

### **Eligibility**

Applications will be accepted only for cultural projects and activities **in Columbia County, OR**. Applicants must be **designated 501(c)(3) non-profit organizations or government entities**. If you are not a 501(c)(3) organization, you must partner with one that is willing to handle the grant funds for you, i.e., a fiscal agent or governmental unit within Columbia County. Individuals are not eligible to apply without a qualified fiscal agent/partner.

Eligible projects must align with the stated priorities of the CCCC. In an effort to create as many new opportunities as possible, new projects have priority. If a project has been funded in the last 3 years, it is not eligible for funding. New projects from any prior CCCC grant recipients are eligible.

### **Unallowable Uses of Cultural Coalition Grant Funds**

Grants will not be used for deficit reduction, contingency funds, interest on loans, fines or litigation costs, lobbying expenses, tuition for academic study, or fundraising events.

### **How to Apply**

Applications will be accepted by email only and must be **received by 11:59 pm, November 17, 2018**. A completed application must include a completed cover sheet, a narrative, a budget, one or more letters of support, and a copy of the fiscal agent's current IRS 501(c)(3) determination or affiliation letter.

Each application must provide a detailed project narrative as a .pdf attachment to the application.

Each application must provide a detailed project budget, as an attachment. The project budget must be presented using a CCCC Budget Form. The Budget Form is available to download on the CCCC website.

All files must be submitted in PDF format. File names must follow these guidelines:

2019\_CCCC\_Name of Project Cover Sheet.pdf  
2019\_CCCC\_Name of Project Narrative.pdf  
2019\_CCCC\_Name of Project Budget.pdf  
2019\_CCCC\_Name of Project Support.pdf  
2019\_CCCC\_Name of Project 501c3.pdf

EXAMPLE: *2019\_CCCC\_Gateway Art Project Narrative.pdf*

## **Applications**

- Late applications will not be accepted or reviewed.
- All applications must be submitted by email.
- Applications must include letters of support or publicity about the project. Newly formed groups and individuals are encouraged to supply information and references to facilitate their applications.
- Fax applications will not be accepted.
- Incomplete applications will not be considered.
- A final report will be required from all grant recipients.

Applications should be submitted to:

**Kannikar Petersen**  
**[kpetersen@akaandesign.com](mailto:kpetersen@akaandesign.com)**

## **Review Criteria**

Applications will be evaluated by members of the CCCC based on how well the proposed project or activity addresses the priorities of the Columbia County Cultural Plan. Projects must address one or more of the four priorities listed at the beginning of these guidelines.

## **Review Process**

Applications for funding will be reviewed by the Columbia County Cultural Coalition Committee. Awards will be announced in December 2018.

## **Final Report**

Grant recipients must submit a final report to the Columbia County Cultural Coalition within 30 days of project completion no later than October 15, 2019. Except for partial funding requests made during the course of the project, grant funds will not be released until the final report is completed.

## **Further Information**

Questions concerning the application process should be directed to Kannikar Petersen at [kpetersen@akaandesign.com](mailto:kpetersen@akaandesign.com) or 503.366.3050.

**Note: Please see the CCCC website at [www.columbiacultural.org](http://www.columbiacultural.org) for possible updates before applying.**