

Columbia County Cultural Coalition (CCCC)

Cultural Plan Update 2008

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What is the Oregon Cultural Trust?

On August 9, 2001, Gov. Kitzhaber signed into law House Bill 2923, the legislation providing funding and structure for Oregon's Trust for Cultural Development. This legislation established a tax credit for direct contributions to the Oregon Trust for Cultural Development - a long-term public/private funding initiative designed to preserve and strengthen culture for all Oregonians.

Funds raised through the Oregon Cultural Trust will be distributed to counties and tribes to support local cultural projects and collaborations through competitive grants. The funds support cultural projects of regional and statewide significance.

The biggest source of funding for the Cultural Trust is gifts from individuals and businesses. To encourage gifts, the state of Oregon offers a 100 percent tax credit for individual contributions made to the Trust – a dollar for dollar reduction of personal tax liability excluding the gift required in Step 1 below.

This is the process to obtain the tax credit:

Step 1: Write a check to an Oregon Cultural organization – any non-profit that has culture at the core of its mission. More than one cultural organization can be supported. This is tax deductible.

Step 2: Make a matching gift to the Oregon Cultural Trust. This is a Tax Credit.

Step 3: Claim the credit when filing the Oregon tax return. The entire contribution to the Trust – up to \$500 for an individual, \$1,000 for couples filing jointly, and \$2,500 from Oregon companies – qualifies for the credit.

Besides contributing to the Cultural Trust, individuals can strengthen Oregon culture by purchasing a Cultural Trust license plate at your local DMV office, through contributions to Oregon cultural nonprofits, and/or by attending cultural events. To learn more about how you can support culture in Oregon or how to make on-line contributions visit www.culturaltrust.org.

Background of the CCCC and Plan

- The Columbia County Commissioners appointed a Planning Committee in 2004 to develop a plan and structure for the county.
- Also in 2004, the Columbia County Commissioners engaged Rural Development Initiatives, Inc. (RDI), to facilitate a meeting of the Planning Committee and countywide stakeholders to create a county cultural plan.
- The commissioners and all seven incorporated cities were asked for feedback and approval. RDI then revised this final draft based on input received and submitted this plan to the Oregon Cultural Trust (OCT).
- The OCT did not approve the draft. Because of time constraints of county staff, some time passed before RDI was again hired to make the necessary changes. A series of three meetings were held in St. Helens and, with the help of a small group of dedicated volunteers, the plan was updated and approved in February of 2006. The volunteers were later appointed to become the CCCC Board.
- The first update to the plan was made by the CCCC Board at its September 2007 retreat and approved at the March 2008 meeting. The OCT did not approve the update, and additional changes were made by the CCCC Board in October 2008.
- Once approved by the OCT, the final document will be reviewed and submitted for adoption to the Columbia County Commissioners.
- The plan will be reviewed annually thereafter and updated as needed to address new opportunities and challenges in the county's cultural life.

CCCC Board Members

(as of 10-15-08)

Larry Cole, Chairman, Clatskanie
Ernie Carman, Vice Chairman, Clatskanie
Tobie Finzel, Secretary/Treasurer, Vernonia
Darrel Whipple, Grants Chairman, Rainier
Sally Harrison, Vernonia
Carol Sawyer, Vernonia
Bill Eagle, St. Helens
Marylou Rogers, Scappoose

- All board members are active volunteers with a number of cultural organizations in their home towns that include heritage, humanities, and visual and performing arts activities.
- Board members may serve a maximum of two three-year terms; terms are staggered so that new members are added periodically for Board continuity and new ideas.
- All county cultural organizations are considered members of the Coalition and are actively encouraged to nominate board members and participate in Coalition projects.
- Actively participating organizations include the Clatskanie Historical Society, the Vernonia Pioneer Museum, Clatskanie Arts Commission, Friends of the Library, Watts House Museum, Scappoose Historical Society, and Vernonia Hands-on Art

Cultural Preservation and Enhancement Vision

- Columbia County believes culture is an important aspect of the quality of life in Columbia County and significantly contributes to why residents choose to live here. It is the myriad of cultural organizations and events, local history and heritage, and assets such as museums, parks and open spaces that create the cultural fabric of Columbia County. To support and enhance this cultural fabric, residents will sustain a cultural coalition and advisory committee that are dedicated to supporting and fostering cultural expression in performing, display and theater arts, heritage and humanities.
- **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.
- The goals of the CCCC, identified later in this plan, are intended to support this vision with specific tasks and strategies.

Columbia County History

- Facts regarding the early history of Columbia County are few. It is known that a New England trading vessel, the *Columbia Redivia*, commanded by Captain Robert Gray arrived in the summer of 1792 with the first Euro-Americans to see the county's timbered shoreline. The explorers Lewis and Clark traveled and camped along the county's Columbia River shoreline in 1805.
- Columbia and Multnomah counties were carved out of Washington County in 1854. Columbia County came into existence on January 16, 1854, by an act of the legislature of the territorial government. The county's historical past is tied to commercial fishing, water transportation and timber.
- The primary industries today are wood products and paper manufacturing, trade, construction and horticulture. Tourism is an important component of county economics.

Columbia County Geography

- Bounded on east and north by the Columbia River
- Approximately 656 square miles, heavily forested with primarily private timberlands, hilly terrain and low population density
- Seven incorporated cities with county seat in St. Helens, its largest city, pop.12,000
- Third smallest county in size, eighteenth in population with less than 50,000 residents

Columbia County Demographics

- County population (2006) 49,163
 - Non-Hispanic white – 92%
 - Hispanic or Latino – 4%
 - Other – 4%
 - 12.9% increase in population between 2000 and 2006
- Median income (2004) \$49,227
 - 9.5% of residents live below the poverty level
- Median home price (2000) \$150,700
- Age of citizens (2006)
 - Under 18, 23%
 - 19 – 64 – 66%
 - Over 65, 11%
- 14% of adults have college degrees
- Average commute time (2000) 29 minutes

Columbia County Resources Overview

- Columbia County follows a sixty-two mile stretch of the Columbia River on its north and east borders. The Coastal Range rises to the west, and grand views of the Cascades grace the horizon across the Columbia River. Verdant valleys, wooded hills, and a myriad of small waterways form the countryside. However, it is our past and our current customs that have formed the people.
- Since Captain Nathan Winship landed in 1810 establishing the first trading post in Columbia County, ours has always been a county of cultural caring underpinned with family values. Columbia County has a romantic past, filled with tall ships and sternwheelers in the harbors. In 1846 Captain Henry M. Knight started the town of St. Helens with the expectation of creating a shipping based metropolis. Though the community never reached big city status, the original economy (soundly based in shipping, fishing, farming, mining, and forest products), continues to thrive in Columbia County, alongside a growing manufacturing industry.
- The resulting collection of small towns and communities are rural in nature, and the people carry a proud link to the past, to be shared with future generations. This is exemplified by the many area museums, such as the Clatskanie Historical Museum, Vernonia Pioneer Museum, the J.G. Watts House Museum, the Flippin Castle, the Caples House Museum, the Historic Train Depot, and the Old Courthouse /Museum located at the county seat. Cultural history is the greatest teacher of all time, which includes aspects of learning, social movements and past events through discoveries of abandoned farms or mills, recording oral histories, analyzing inscriptions on tombstones, or by comparing native plants with those introduced from the Old World in gardens around old homes. Through this process we can learn the influence of native people on the land.
- Community festivals, celebrations, and exhibits not only provide venues for fun and friendship, they offer artists opportunities to showcase their talents. One can experience the life of a logger at events such as the Vernonia Friendship Jamboree, or learn about the life cycle of salmon during the Vernonia Salmon Festival. Other event examples are the Clatskanie Heritage Days and Bluegrass, Quilt Show, Lavender Celebration, Rainier Festival of Lights, River City Days, Scappoose Sauerkraut Festival, and the Columbia County Fair and Rodeo.

Cultural Assets – Facilities

- **Clatskanie:** Historical Museum, Flippin Castle, Performing Arts Center, Library, Oak Point, Lewis & Clark campsite
- **Columbia City:** Caples House Museum, Library
- **St. Helens:** Historical Museum, Library, Learning Center, Amphitheater, Olmshied Auditorium
- **Scappoose:** Watts House Pioneer Museum, Library, Welcome Island, Heritage Park Gazebo, Michael Curry Design Studio, Lewis & Clark campsite
- **Rainier:** Library, Riverfront Park, Cemetery District
- **Vernonia:** Pioneer Museum, Gray Dawn Gallery, Library, Learning Center, Pioneer Cemetery

Cultural Assets – Festivals

- **Clatskanie:** Heritage Days Festival, Music in the Park, Performing Arts Series, Raymond Carver Writing Festival, Blues Festival, Bluegrass Festival, Cruise-In, December Tea at the Castle
- **Columbia City:** Christmas Boats, Columbia City Celebration
- **Rainier:** Days in the Park, Festival of Lights
- **St. Helens:** Big Band Concert, ShoeString Community Players annual musical, 13 Nights on the River Concerts, Festival of Lights
- **Scappoose:** Gathering at the Gazebo, Historical Society Spring Tea, Christmas Lights, Sauerkraut Festival
- **Vernonia:** Friendship Jamboree, Quilt Fair, Salmon Festival, First Fridays, Hands-on Art Roving Gallery, Fourth of July Parade, Christmas Bazaar and Lighted Truck Parade

Cultural Assets – Natural Resources

- Columbia County has abundant natural resources including its forests, lakes, rivers, and streams. Many natural and historic sites have been preserved as parks and are strongly linked to our heritage and cultural pursuits.
- Many of our festivals and cultural events take place on and celebrate these natural sites as well as our forestry, fishing and river trade history.
- Heritage sites such as the Columbia River shoreline, a former logging camp, and a former lumber mill pond have evolved into sites used for both cultural and recreational activities

CCCC Grants Made 2005-2008

Since 2005, grants totaling \$21,000 made by the Columbia County Cultural Coalition with Oregon Cultural Trust funds have aided the following projects which were awarded based on our four priorities:

- **Protect existing cultural assets**
 - Vernonia Pioneer Museum textile and photo preservation
 - Caples House Museum building preservation
 - Scappoose Historical Society photo restoration and preservation

- **Focus on youth to help them experience culture in a variety of ways**
 - River City (St. Helens) Children's Theater summer camp
 - Shoestring Players production of Beauty and the Beast
 - Vernonia Schools Band workshop and concert with Dallas Brass

- **Focus on elders to utilize their memories to record our heritage and to seed the future**
 - Clatskanie Historical Society oral history program

- **Increase access to and participation in cultural events and activities**
 - Clatskanie Arts Commission program on black history
 - Clatskanie Library seasonal programs
 - Vernonia Gateway Project's pocket park archway
 - Vernonia Community Orchestra revival
 - Clatskanie Arts Commission upgrade of lighting in Performing Arts Center
 - Echo Busters acoustic remediation at County Fairgrounds performance hall
 - Timberland Theater Troupe's production of Columbia County historical drama

Challenges and Opportunities

Challenges

- Many newer residents of the South County towns of Scappoose and St. Helens identify themselves more with the Portland Metropolitan area than their home towns
- Rainier, being just across the river from Longview, Washington, is sometimes considered part of that larger urban area
- A large percentage of Columbia County residents commute to jobs outside the county and are not available as volunteers except on a limited basis
- Other than city librarians, there are no paid arts, humanities or heritage related positions in the county.
- Funding for art, drama and music in the schools is very limited

Opportunities

- The county is home to a large number of artists and writers who have chosen to live in the area due to its natural beauty and low population density
- Each town has a small cadre of dedicated volunteers, primarily retired persons and women who do not work outside the home who run the various cultural organizations on very small budgets
- Clatskanie and Vernonia, being more isolated, tend to have a larger number of local cultural events
- Because of its proximity to the Portland metropolitan area, the county can attract “day trippers” to enjoy our natural, historic and cultural attractions
- The various cultural organizations work with their local Chambers of Commerce to promote local sites and events both to increase tourism and to benefit local small businesses

Vision and Priorities

Vision Statement:

The Columbia County Cultural Coalition will serve as a catalyst for leadership through encouragement, coordination and funding of heritage, arts and humanities in Columbia County.

CCCC 2005 – 2009 Priorities:

- Protect existing 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

2008-2009 Cultural Plan Goals

- **Goal 1:** Generate interest in and access to activities that strengthen the arts, heritage and humanities in Columbia County.
- **Goal 2:** Support activities and projects that will foster interest in cultural activities.
- **Goal 3:** Encourage collaborative programs and projects that seek to link the available resources with arts, culture and humanities.
- **Goal 4:** Preserve the historical heritage of Columbia County.

Goal 1: Generate interest in and access to activities that strengthen the arts, heritage and humanities in Columbia County.

Strategy 1: Develop a cultural asset map of artists, resources, heritage sites, and events located in Columbia County to make residents and visitors aware of these assets and how to locate them.

- Action steps needed to complete this strategy:
 - Appoint a subcommittee of the CCCC Board to develop the map.
 - Research and compile information on artists and resources in the county.
 - Produce the cultural asset map primarily on the CCCC and OCT Website pages for our coalition.
 - Place printed copies in libraries, Chambers of Commerce and community folders.
- Benchmark: Websites have posted this information and printed copies have been distributed by December 2009.

Strategy 2: Develop a map of heritage sites in Columbia County containing historical information for both residents and visitors.

- Action steps needed to complete this strategy:
 - Research and compile historical information on the county, cities and special districts.
 - Coordinate with communities, historical societies and Chambers of Commerce to help compile existing inventories of historic buildings and sites.
 - Work with a subcommittee of the Coalition to develop a design for the map.
 - Produce the heritage site map primarily on the CCCC and OCT Website pages for our coalition.
 - Place printed copies in libraries, Chambers of Commerce and community folders.
- Benchmark: Websites have posted this information and printed copies have been distributed by December 2010.

Goal 2: Support activities and projects that will foster interest in cultural activities.

Strategy 1: Support existing groups (including libraries and museums) that have cultural programs and events for youth, elders and citizens with limited access to cultural programs.

- Action steps needed to complete this strategy:
 - Assess the needs of existing groups that have cultural programs and events.
 - Inform county residents of the Columbia County Cultural Coalition, the Cultural Plan and the grant program.
- Benchmark: At least three grants during the next two funding cycles are made for programs that serve these populations.

Strategy 2: Support transportation for youth, elders and citizens with limited means of access to events.

- Action step needed to complete this strategy: Research possibilities for partnerships with currently existing transportation services to serve the people in the county.
- Benchmark: Increase the transportation opportunities for county residents to attend cultural events by 10% by the end of 2009.

Goal 3: Encourage collaborative programs and projects that seek to link the available resources with arts, culture and humanities.

Strategy 1: Support a speaker series (Chautauqua style) in conjunction with libraries and local schools and historical societies in Columbia County.

- Benchmark: Increase the number of speakers in each community by 20% by the end of 2009.

Strategy 2: Maintain and expand cultural activities and events in parks, community centers and museums.

- Action step needed to complete this strategy: Work directly with event coordinators to ensure continued success with such programs and identify ways to increase the number of programs.
- Benchmark: Increase the number of cultural activities and events by 10% in 2009.

Strategy 3: Encourage local theater productions.

- Benchmark: Continue to encourage theatrical performances in at least three communities in 2008 and 2009 aided as needed by grant funding.

Strategy 4: Support programs and projects that link natural resources with the arts, culture & humanities.

- Benchmark: Support with grant funding a project that presents at least one such program in 2009.

Goal 4: Preserve the historical heritage of Columbia County.

Strategy 1: Improve the status of historical collections in Columbia County.

- Action steps needed to complete this strategy:
 - Recruit a professional curator to teach preservation techniques.
 - Facilitate funding through grants to museums to update, archive, restore, and/or preserve their collections.
- Benchmark: At least two completed projects funded by grants that focus on artifact preservation and oral histories.

Vision 2010 and Beyond

- Create more opportunities for residents of Columbia County to present their visual and performing arts at venues throughout the county.
- Improve documentation and recognition of heritage sites
 - Identify historic districts and obtain historic registration where possible
 - Identify historic cemeteries
 - Record and publish county and each city's histories
 - Visually identify historic places, structures and uses throughout the county and its cities
 - Encourage cooperative efforts to achieve the above between county and its cities

CCCCB Bylaws

COLUMBIA COUNTY CULTURAL COALITION

BYLAWS

ARTICLE I: NAME

The name of this county board shall be the Columbia County Cultural Coalition Board or CCCCCB, otherwise referred to as the “Board” elsewhere in these bylaws.

ARTICLE II: COALITION OFFICE, FISCAL AGENT

The Board shall maintain an address at the County Courthouse in St. Helens. The Fiscal Agent shall be Columbia County.

ARTICLE III: PURPOSE

The Columbia County Cultural Coalition Board’s purpose is to insure the implementation of the Columbia County Cultural Plan through the use of appropriate benchmarks, and ensure that Arts, History, Heritage and Humanities are all represented in a way that fairly encourages county-wide participation in cultural activities.

ARTICLE IV: MEMBERS

Section 1: There shall be at least 7, but no more than 9 Board members composed of at least one representative from each of the 5 population areas in the county: Scappoose, St. Helens/Columbia City, Vernonia, Rainier and Clatskanie.

Section 2: Ex-Officio members. The Board may, at its option, designate ex-officio (non-voting) members. These members may not hold office.

ARTICLE V: OFFICERS

Section 1: There shall be a Chair, a Vice Chair, a Secretary, and a Treasurer elected by the Board.

Section 2: The Chair will preside at and facilitate Board meetings and act as liaison with County and State officials. The Chair will provide the agenda for each Board meeting in cooperation with other members of the Board and the County staff. The Chair shall review all contracts and agreements pertaining to the Coalition, except as otherwise authorized by direction of the Board, prior to forwarding them on to the County Counsel who will review and approve them before presenting them to the Board of Commissioners. The Chair shall have any other powers and duties as may be prescribed by the Board and/or the County Board of Commissioners..

Section 3: The Vice Chair will perform the duties of the Chair in the absence or incapacity of the Chair. The Vice Chair may perform other duties as assigned by the Chair.

Section 4: The Secretary will present minutes of meetings to the Chair and the Board. The Secretary shall be responsible for the recording of the minutes of all meetings of the Board and Executive Committee.

Section 5: The Treasurer will present Treasurer's reports to the Chair and the Board at each meeting of the board. The Treasurer shall be responsible for keeping track of the financial records of the Board and Committees. The Treasurer shall work with the necessary County employees to see that grant payments are made and bills of the board are paid in a timely manner. The Treasurer shall keep the financial records of the board in such a form that reports may be made to the Board, County, and State of Oregon when necessary.

ARTICLE VI: MEETINGS

Section 1: The Board shall meet as often as it desires, but no less than quarterly. The regular Board meetings shall be open to the public. Public notice shall be given and meetings shall be conducted in accordance with the Oregon Public Meetings Law.

Section 2: Meeting by Telecommunication. Any regular or special meeting of the Board may be held by telephone or telecommunications in which all Board members participating may hear each other.

ARTICLE VII: COMPENSATION, EXPENSES

Board members and officers shall serve without salary. Expenses incurred in connection with the performance of official duties may be reimbursed through approval of the Board.

ARTICLE VIII: ELECTIONS, TERM OF OFFICE

Section 1: Board members shall be nominated by the CCCC Board and approved by the Columbia County Board of Commissioners, shall be residents of Columbia County, eighteen years of age or older, who represent the breadth of the County and have demonstrated interest or expertise in varied cultural activities and disciplines. The Board members will also represent the main population areas of Columbia County, i.e., Scappoose, St. Helens/Columbia City, Vernonia, Rainier and Clatskanie, and provide representation from key segments of the cultural institutions in the County. The term of office for Board members shall be 3 years, staggered so that one third of the members positions become vacant each year. Board members may be elected to fill a second term.

Section 2: Officers' terms shall be for one year, but an officer may be re-elected to that office without limitation and shall serve until a successor is duly elected.

Section 3: Removal. Three consecutive unexcused absences from regular meetings of the Board shall remove that Board member from the Board automatically. An unexcused absence is an absence without previous notice to the Board Chair unless a sudden sickness of the Board member or the Board member's family is involved.

ARTICLE IX: COMMITTEES

Section 1: Nominating Committee. A Nominating Committee will be appointed by the Chair, with the approval of the Board, consisting of three Board members who are not in the last year of their term. The Nominating Committee, with the help of County Cultural Organizations, Cities and County, will nominate individuals and participate in the prioritization and presentation of nominations to the Coalition Board. Nominations may also be made by the Community at large.

Section 2: Grants Committee. A Grants Committee shall be appointed by the Chair, with the approval of the Board, composed of three Board members from different areas of the County. The Grants Committee is responsible for advertising the availability of grants, reviewing the grant applications and making recommendations to the Coalition Board for approval of grants within the amount of the budget available for grants.

Section 3: Executive Committee. The Executive Committee, composed of the officers of the Board, i.e., the Chair, Vice Chair, Secretary and Treasurer. The Executive Committee shall be authorized to take action on behalf of the Board as directed by the Board. The Executive Committee meetings are to be called by the Chair of the Board on an as needed basis.

Section 4: Other Committees. Other temporary Committees or Sub-Committees may be formed when necessary by the Chair or the Board.

Section 5: Limitations on the Powers of the Committees. No committee may commit the Board nor the County to any acquisition or payment for any purpose without the Board's approval. Any official letter to be sent on behalf of the Columbia County Cultural Coalition or its Board must be approved or authorized by the CCCC prior to being sent.

ARTICLE X: QUORUM

Five members present at any Board meeting constitute a quorum for the transaction of business. A majority vote of the quorum is necessary to make decisions for the Board.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and that are not inconsistent with these bylaws and any special rules of order the Board may adopt.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any regular meeting of the Board provided that the amendment has been submitted in writing at the previous regular meeting. No proxies allowed. After an amendment is approved by the Board it will be forwarded to the County Board of Commissioners for their approval.

ADOPTED by the Columbia County Cultural Coalition Board this ____day of ____, 2008

By: _____, Chair

Attest: _____, Secretary

Approved by Columbia County Board of Commissioners

_____, Chair

Grant Application Guidelines, Page 1

Vision

The Columbia County Cultural Coalition will serve as a catalyst for leadership through encouragement, coordination and funding of heritage, arts and humanities in Columbia County.

Priorities

- Protect existing 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

For the 2008 grant cycle, additional attention will be paid to projects that focus on the 2009 Oregon Sesquicentennial celebration, Oregon 150.

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.

Note: Please see the Columbia County website for possible updates at www.co.columbia.or.us before applying.

Grant Funds Available: The 2008 allocation will be determined by the Oregon Cultural Trust in July 2008.

Grant Awards

By June 5, 2008, CCCC will make the 2008 grant applications available for projects occurring between September 2008 and August 2009. Grant awards will range from **\$200 to \$1500** each. Applications must be **postmarked by July 31, 2008**. Applicants must provide matching resources, either in-kind or cash.

Eligibility

Applications will be accepted only for cultural projects and activities **in Columbia County**. Applicants must be **designated 501(c)(3) non-profit organizations or be working with one**. 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. Individuals are not eligible to apply without a qualified fiscal agent/partner.

Grant Application Guidelines, Page 2

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 or tuition for academic study.

How to Apply

Applications will be accepted by mail only and must be **postmarked by July 31, 2008**. A completed application will include a typed or legibly printed narrative, budget, one or more letters of support, and a copy of the fiscal agent's current IRS 501(c)(3) determination or affiliation letter.

Six unbound, single sided copies of the application packet are required. Supplemental materials (references, letters, brochures, videos, etc.) may be submitted but will not be returned.

Each application will provide a detailed project narrative as an attachment to the application.

Each application must provide a detailed project budget as an attachment that shows anticipated expenses, revenues, match and/or contributions from individuals, governments or businesses in support of the project.

Applications

- Late applications will not be accepted or reviewed.
- All applications must be typed.
- Unsigned applications will not be accepted.
- Applications may 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 or e-mail applications will not be accepted.
- Incomplete applications will not be considered.
- A final project evaluation report will be required from all grant recipients.

Applications should be addressed to:

Columbia County Cultural Coalition
C/o Columbia County
Attn: Janet Wright
230 Strand Street

Grant Application Guidelines, Page 3

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 at least 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 early September 2008.

Final Report

Grant recipients will submit a final report to the Columbia County Cultural Coalition within 30 days of project completion.

Further Information

Questions concerning the application process should be directed to Janet Wright at 503-397-1035.

Grant Application Form, Page 1

Columbia County Cultural Coalition 2008 Grant Application - Cover Sheet

Applicant Organization: _____

Address:

City: _____ State: _____ Zip Code:

Telephone: _____ Fax: _____ Website:

Project Director:

Telephone: _____ Email: _____

Project Title: _____

Start date: _____ Completion date:

Total Project Budget:

\$ _____

CCCC Grant Request: \$ _____ Amount of Match:

\$ _____

Geographic location (s) of project/activity in Columbia County:

Target audience (s):

Grant Application Form, Page 2

Attachments:

Narrative:

Please limit narrative to three single-sided pages, double-spaced, 12-point type. If additional information is needed for review, a representative of the Columbia County Cultural Coalition will contact you. Your narrative should include responses to the following:

- What is your proposed project or activity? Describe it in detail and include anticipated timelines, location, target audience and participants, include a brief description of the organization or group responsible for the project and a statement of the organizational mission.
- How will the proposed project or activity address the priorities, goals, strategies, and benchmarks of the Columbia County Cultural Plan?
- What are the objectives of your proposed project or activity and how will you measure its success?

Budget:

Provide a single paged budget that details anticipated expenditures and the source of other funds including cash and in-kind donations. If the grant will support an ongoing activity, explain how it will be funded in the future.

Letters of Community Support:

If possible, provide at least one letter from a leader or organization in your town or city that indicates community support for your project.

IRS Determination Letter:

Attach a copy of your organization's IRS determination letter indicating 501(c)(3) status or that of your fiscal agent/partner.

Grant Application Form, Page 3

Mail six (6) unbound copies of the complete application to:

Columbia County Cultural Coalition
C/o Columbia County
Attn: Janet Wright
230 Strand Street
St. Helens, OR 97051

Signature of applicant: _____ Date _____

Print name and title _____

Signature of fiscal agent (if using) _____ Date _____

Print name, title, and organization name _____

Attachment (s): Detailed Project Narrative
 Detailed Budget
 Letters of Community Support (optional)
 501(c)(3) Determination Letter

Grant Review Guidelines

- Criteria for grants will be qualitative based on a range of factors rather than a point system.
- Funds will be distributed across the county without specific quotas for each area.
- Cultural activities during each year's grant cycle will be reflective of a variety of visual arts, heritage, performing arts, and literary experiences.
- Additional consideration will be granted to a requestor if said applicant did not receive funds during previous cycles, provided the application meets all criteria in the current cycle.
- Requestors will be asked if a smaller amount of grant money is acceptable in the event that we have a large number of equally qualified applications in a review cycle.
- Review will be conducted looking at the previous record of the requestor and its administrative history related to CCCC grants.