



**FY2023 PROJECT GRANT APPLICATION – COVER SHEET**

DEADLINE: November 19, 2022, 11:59 p.m.

Applicant Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: OR Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_

Project Director: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Has this project been funded by CCCC in the past 3 years? \_\_\_\_\_ Yes, \_\_\_\_\_ No

Project Cost: \$ \_\_\_\_\_

CCCC Grant Request: \$ \_\_\_\_\_ (Amount between \$500-\$2000)

*(Matching amount is on a dollar-for-dollar basis. The match can be any combination of cash, in-kind donations or documented volunteer hours.)*

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

\_\_\_\_\_

Target audience: \_\_\_\_\_

**Attachments:**

**Narrative:**

Please limit your narrative to no more than 600 words, 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 of the Columbia County Cultural Coalition?
- What are the objectives of your proposed project or activity and how will you measure its success?
- If this grant is for a new, ongoing program, how will it be funded in the future?

**Budget:**

Use the CCCC Budget Form to present anticipated source of funds and expenditures for your project. The source of funds should show estimated income, cash donations, grants, in-kind donations, and/or value of volunteer hours. Only anticipated revenue specific to the project should be presented. The general income of your organization and volunteer hours are not applicable. CCCC grant can only be used to cover the actual out-of-pocket expenses.

**Letters of Community Support:**

Provide at least one letter from another organization or a leader in your community that indicates support for your project.

**IRS Determination Letter:**

Only 501(c)(3) or municipal / government organizations are eligible for this grant program. Attach a copy of your organization’s IRS determination letter indicating 501(c)(3) status or that of your fiscal agent/partner.

Applicant Name: \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Agent (if using) \_\_\_\_\_ Date \_\_\_\_\_

Name, title, and organization name \_\_\_\_\_

**Email this cover sheet and all attachments to Grant Committee at [grant@columbiacultural.org](mailto:grant@columbiacultural.org)**

List of attachments:

1. Detailed Project Narrative  
(Filename: 2023\_cccc\_ **name of project** \_narrative.pdf)
2. Detailed Budget. (Must be presented on the CCCC Budget Form.)  
(Filename: 2023\_cccc\_ **name of project** \_budget.pdf)
3. Letter(s) of Community Support  
(Filename: 2023\_cccc\_ **name of project** \_support.pdf)
4. 501(c)(3) Determination Letter or equivalent  
(Filename: 2023\_cccc\_ **name of project** \_501c3.pdf)

If you have any questions or comments, please don’t hesitate to contact our Grant Committee at [grant@columbiacultural.org](mailto:grant@columbiacultural.org) .