

# JOSEPHINE COUNTY CULTURAL COALITION

## *GRANT GUIDELINES*

The purpose of the Josephine County Cultural Coalition (JCCC) is to nurture and promote the arts, humanities and heritage of Josephine County. Through activities and grant awards, JCCC strives to increase awareness of Josephine County's unique cultural identity, heritage and resources; help community members understand the benefits of enhancing and preserving our cultural resources; and encourage participation of every resident in the arts, humanities and heritage of our county. These goals reflect the mission of the Oregon Cultural Trust, which was established to support and protect Oregon Culture. Funding of the JCCC is through multiple sources including revenue sharing of the Oregon Cultural Trust's collection of directed tax dollars and license plate sales.

To be eligible to apply for a grant, an individual or group must present a proposal to benefit the residents of Josephine County. It is not our intention to annually fund any specific project. Proposals must meet one or more of the **priorities** of the JCCC as listed:

- Increase the educational opportunities for arts, heritage and humanities for children
- Encourage more cultural celebrations
- Increase public art
- Expand awareness of cultural opportunities
- Increase participation in the arts, heritage and humanities.

For the 2010 awards, the project must be completed by December 31, 2011, and a follow-up report must be received within one month of the project completion. The application process may require a site visit or a personal interview. Completed application (**please submit ten copies**) must be received by October 10, 2010. Most grant awards will be between \$500 and \$1500, and notice will be made by November 30 with awards in January. Applications may be downloaded from the JCCC website, [jococulturalarts.org](http://jococulturalarts.org), or picked up at the Grants Pass Museum of Art or at the RCC Art Galleries.

Grant awards are paid upon receipt of a signed agreement. Grant recipients are required to display the Josephine County Cultural Coalition and Oregon Cultural Trust logos on all advertising and displays of the project.

If the project is not completed before April 30, 2011, a progress report will be due May 31, 2011. Within one month of completion of the project, grantees must submit a **Final Evaluation Report** on grant activities which includes outcomes realized and not realized, an expenditures statement, photo documentation and/or brochures, materials developed, the number of people involved, and other relevant information.

## APPLICATION INSTRUCTIONS

*Please submit ten copies, which include:*

1. Application Cover Sheet
  - Answer all questions completely.
  - All applications must be typed
  - Do not reference other materials.
2. Concise Narrative which includes:
  - a. Description of the project.
  - b. Specific objectives and measurable outcomes.
  - c. Plans for accomplishing the outcomes.
  - d. Names and qualifications of the persons staffing the project.
  - e. If a collaborative project, the roles of each partner.
  - f. Description of community involvement.
  - g. How the project will be evaluated.
3. Line Item Budget Form
4. Documentation. This documentation will not be returned. Examples include:
  - Project design and drawings
  - Letters of support or collaboration
  - Evidence of previous work
5. If applicant is a tax-exempt organization, include Employer Tax ID # and basic information about the organization such as mission statement, number of staff employed and volunteers involved.

If you have questions or need help please call Tommi Drake at (541) 956-7339.

*Applications must be mailed (no faxes or emails accepted) and received by October 10, 2010. Mail to:*

*Josephine County Cultural Coalition  
P. O. Box 1086  
Grants Pass, OR 97528.*

During the review process, JCCC Board members may contact you for additional information or perform a site visit or personal interview.

When the determination process has been completed, all applicants will be advised of the outcome of their proposal request. All decisions are final.

**JOSEPHINE COUNTY CULTURAL COALITION**

**GRANT APPLICATION COVER SHEET**

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Evening Phone if Questions \_\_\_\_\_

Email of Contact Person \_\_\_\_\_

Name of Project \_\_\_\_\_

Summary of Project \_\_\_\_\_

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Priorities (Mark all that apply):

1. \_\_\_\_\_ Increase educational opportunities for children
2. \_\_\_\_\_ Encourage more cultural celebrations
3. \_\_\_\_\_ Increase public art
4. \_\_\_\_\_ Expand awareness of cultural opportunities
5. \_\_\_\_\_ Increase participation

Project Dates \_\_\_\_\_

Project Location \_\_\_\_\_

Who and how many will be served? \_\_\_\_\_

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Total Project Cost \_\_\_\_\_ Grant Request \_\_\_\_\_

Amount and sources of project funding to date \_\_\_\_\_

Other funding sources from which funding is being requested \_\_\_\_\_

If applicable, list partner organizations and summarize their roles \_\_\_\_\_

How many members and/or employees of your organization contributed to the Oregon Cultural Trust in the most recent fiscal year? \_\_\_\_\_

[http://www.culturaltrust.org/supporting\\_documents/pdf/CulturalTrust\\_AnnualReport\\_FY09.pdf](http://www.culturaltrust.org/supporting_documents/pdf/CulturalTrust_AnnualReport_FY09.pdf)

I certify that the information in this proposal is correct.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Title if applicable

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date