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# JOSEPHINE COUNTY CULTURAL COALITION

## GRANT GUIDELINES - 2011

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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 encouraging 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 arts
- Expand awareness of cultural opportunities
- Increase participation in the arts, heritage and humanities

For the 2011 awards, the project must be completed by December 31, 2012, 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 twelve copies**) must be received by October 17, 2011. 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, [www.jococulturalarts.org](http://www.jococulturalarts.org), or picked up at the Grants Pass Museum of Arts 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 2012, a process report will be due May 31, 2012. Within one month of completion of the project, grantees must submit a **Final Evaluation Report** on the grant activities which include outcomes realized and not realized, an expenditures statement, photo documentation and/or brochures, materials developed, the number of people involved, and relevant information.

## APPLICATION INSTRUCTIONS

*Please submit twelve 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. The 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 any questions or need help to complete the grant, please contact Tommi Drake at [tomasina@roguelink.dsl.com](mailto:tomasina@roguelink.dsl.com).

***Applications must be mailed (no faxes or emails accepted) and received by October 10, 2011.***

***Mail to:***

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

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

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