

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. Preference will be given to applicants who are residents of Josephine County, and whose proposals meet the one or more of our **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 2007 awards, the project must be completed by December 31, 2008, 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 applications must be postmarked by September 28, 2007. Most grant awards will be between \$500 and \$1500, and awards will be made in mid-November. Applications may be downloaded from the JCCC website, jococulturalarts.org, or picked up at the Grants Pass Museum of Art or at the RCC Art Galleries.

APPLICATION INSTRUCTIONS

Please submit two copies, which include:

1. Application Cover Sheet
 - Answer all questions completely.
 - May be handwritten in ink, but **must be legible**. It is preferable if typed. (Electronic applications are available on the website.)
 - 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 (If this is a portion of a larger project, include other funding sources and any potential funding sources.)
4. Documentation. Examples include:
 - Project design and drawings
 - Letters of support or collaboration
 - Samples of previous work
5. If applicant is a tax-exempt organization, include 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 956.7339.

Applications must be mailed (no faxes or emails accepted) and postmarked by September 28, 2007. 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.

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 display of the project.

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. If project is not completed before April 30, a **progress report** will be due May 31.

JOSEPHINE COUNTY CULTURAL COALITION

GRANT APPLICATION COVER SHEET

Applicant _____

Address _____

Email Address _____

Project Contact Person _____ Phone _____

Email of Contact Person _____

Name of Project _____

Summary of Project _____

Which priority does this project fulfill?

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? _____

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 _____

I certify that the information in this proposal is correct.

Signature of applicant

Title if applicable

Printed Name

Date