
GRANT APPLICATION INFORMATION 2011

Purpose

The Clatsop County Cultural Coalition grants are funded by the Oregon Cultural Trust and awarded to projects that support, maintain, preserve and protect cultural programs in the arts, heritage and humanities.

Applicant Eligibility

Individuals and groups located in Clatsop County are eligible to apply. It is not necessary to have non-profit status 501(3)l. *Small groups and individuals who meet the grant criteria may be given preference.*

Grant funds

- Grants available up to \$2000.

Unallowable Uses of Cultural Coalition Grant

Grants will not be used for deficit reduction, contingency funds, interest on loans, fines or litigation costs, lobbying expenses or tuition for academic study.

Applications

- All applicants must complete the Application Cover Page, Narrative, and Budget
- All applications must provide a detailed project budget showing anticipated expenses, revenues and/or contributions from individuals, governments or businesses in support of the project (see page 5).
- All applications must be typed in 12 pt. font
- 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.

Application evaluations

All applications will be evaluated using the criteria and priorities met as described on page four.

Deadlines

There is one grant cycles per year.

Deadline for the fall cycle is November 1st (*Submit between Sept. 15 – Nov. 1*) Applications **MUST** be received **in the mail** by 5pm Nov. 1.

Notification

Applicants will be notified about the status of their grant in writing within sixty days of the deadline.

Send all application to:

Clatsop County Cultural Coalition, PO Box 864, Astoria, OR 97103, (503) 861-1328 or (503) 325-0342

CLATSOP COUNTY
CULTURAL COALITION

GRANT APPLICATION COVER SHEET
**Project Director/Contact Information
(if different from applicant)**

Applicant Information

Applicant Name _____
Address _____
City, State, Zip _____
Daytime phone _____
E-mail address _____

Name _____
Address _____
City, State Zip _____
Daytime Phone _____
E-mail address _____

Project Title _____

Date of project or project duration _____

Total project Cost _____

Amount being requested _____

How many people will participate be effected _____

Does your organization have non-profit status? (not necessary for application) ___ Yes ___ No

Are there other organizations or individuals involved directly with this project? Please describe the relationship.

Specific Coalition priority(ies) being addressed.

Funding is available for projects addressing one or more of five different priorities. Successful grants need not address all five priorities but will be evaluated on the merits of the proposed project. Please check those priority(ies) being addressed.

- Raise awareness of culture in the areas of arts, heritage, and humanities
- Support the preservation and functionality of physical facilities for arts, heritage and culture within the county
- Act to strengthen the overall health of existing non-profit organizations, schools, individuals or businesses related to arts, heritage and culture

I certify that the information contained in this grant application is correct and the governing board of this organization has approved submitting this grant application to the Clatsop County Cultural Trust.

Signature of Chief Executive Officer or Main Party _____

Date _____

Name of Chief Executive Officer or Main Party (printed) _____

Title _____

Please answer the following questions as thoroughly as possible and use 12 pt. type.

Project Description: Please describe your project. Include where the project will take place and who is your target audience. *(Up to 500 words)*

Address Coalition Priorities: To be successful with this grant, please address the Coalition priorities that apply to your project. The priorities can be found at the end of this application form and are in **BOLD** type. Be as specific as possible when describing how your project will address any of the priorities. *(Up to 500 words allowed for each priority)*

Funding Justification: Describe how Coalition funding will be used for this project. If applicable describe what cooperative relationships exist, if any, and what planning has occurred. *(Up to 500 words)*

Project Promotion: Describe your plans for promoting this project to your target audience and your community. *(Up to 500 words)*

Addressing each appropriate priority in **BOLD** below in your narrative will increase your chances of receiving a grant. The items marked 'Final Evaluation' are criteria that you will be asked to address in the final evaluation if your grant is successful. For more information on each priority, visit www.clatsopculturalcoalition.org/cultplan6.pdf

- **Raise awareness of culture in the areas of arts, heritage, and humanities (Possible 150 points)**
 - A better informed public regarding cultural events (25 pts)
 - New or improved cultural programs (30 pts)
 - A plan to minimize scheduling conflicts (20 pts)
 - Consistent and comprehensive publicity and media coverage (30 pts)
 - A plan for students to appreciate and participate in cultural events (20 pt)
 - An integration of arts, heritage, or humanities through activities for area youth (20 pt)
 - Increased audience size Assessed in Final Evaluation
 - Cultural/media partnerships Assessed in Final Evaluation
 - Increased participation of area youth in cultural events assessed in Final Evaluation

- **Support the preservation and functionality of physical facilities for arts, heritage and culture within the county (Possible 150 points)**
 - Improvement of a facility (60 pts)
 - An increased number of cultural events (50pts)
 - Increased audience size (40 pts)
 - Increased community involvement Assessed in Final Evaluation
 - A viable project presented in visual Assessed in Final Evaluation

- **Act to strengthen the overall health of existing non-profit organizations, schools, individuals or businesses related to arts, heritage and culture. (150 points)**
 - Collaborative events with non-profit organizations (40pts)
 - Plan for recruitment and retention of volunteers (30 pts)
 - A provision for training and development (40 pts)
 - A clear benefit to the community (40 pts)
 - An effective business plan Assessed in Final Evaluation
 - One or more cultural productions such as a lecture, performance, workshop, or demonstration Assessed in Final Evaluation
 - Increased audience size Assessed in Final Evaluation
 - Increased volunteer involvement Assessed in Final Evaluation

PROPOSED PROJECT BUDGET FOR:

Budget Category	Your Share	Other Contributions of Funds, Goods, and Services (specify sources)	Cultural Trust Funds Requested	Totals
Personnel Services				
Travel and Per Diem Costs				
Contractual Services				
Commodities				
Equipment				
TOTALS				

Examples

Personnel Services: Cost for hourly or salaried employees

Travel and Per Diem: Travel, lodging, and food

Contractual Services: Utilizing individuals or groups on a contract basis that are not part of an organization's personnel, rental of a space, a theater troupe or band, etc.

Commodities: Items that are consumed or used like refreshments or paint

Equipment: Items like audio visual equipment or computers