



## CLATSOP COUNTY CULTURAL COALITION GRANT GUIDELINES AND INFORMATION

Fiscal Year 2024

### Purpose

The Clatsop County Cultural Coalition (CCCC) is funded by the Oregon Cultural Trust to award funds to projects that support, maintain, preserve and protect cultural programs in the arts (visual and performing), heritage, and humanities.

### Applicant Eligibility

Organizations with 501c3 non-profit status proposing a project in Clatsop County are eligible to apply. Individuals may apply when sponsored by a non-profit fiscal agent. The CCCC does not report directly to the IRS or any other tax entity but all grants received from the Oregon Cultural Trust are public record.

### Grant Funds

Grant awards will be announced in January 2024 for activities occurring between January 1, 2024, and December 31, 2024. Grant funds are available up to \$2,500 per project. Approximately \$11,000 is awarded each grant cycle. In 2023, the Coalition had an additional \$5,000 from the Oregon Community Foundation to award.

### Clatsop County Coalition Funding Priorities

Raise awareness of culture in the visual and performing arts, heritage, and/ or humanities as demonstrated by:

- \*New or improved cultural programs*

- \*Consistent and comprehensive publicity and media coverage*

- \*An integration of arts, heritage or humanities through activities for area youth and adult life-long learning*

- \*A plan to minimize scheduling conflicts*

Support the preservation, functionality, and/or sustained usage of physical facilities for visual and performing arts, heritage, and/or humanities in Clatsop County as demonstrated by:

- \*Improvement of a facility*

- \*Increased number of cultural events*

- \*Increased audience size*

Strengthen the overall health of existing non-profit organizations, schools, individuals, or businesses related to visual and performing arts, heritage, and/or humanities in Clatsop County as demonstrated by:

- \*A clear enhancement of the cultural community*

- \*Collaborative events with other non-profit organizations*

- \*Plan for recruitment, training, and retention of volunteers*

- \*A provision for training and development of board and/or staff.*

Applicants are encouraged to read the Clatsop County Cultural Coalition Plan and FAQ which are on-line at [www.clatsopculturalcoalition.org](http://www.clatsopculturalcoalition.org) and to attend one of the workshops offered by the Coalition in the fall prior to the application deadline. The workshops will be publicized in the media and on the website. For more information, e-mail: [Information@clatsopculturalcoalition.org](mailto:Information@clatsopculturalcoalition.org) or call 503-298-9258 or 503-791-6207.



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**Criteria Used to Review Grant Applications. Address these criteria in your narrative.**

### **Quality and Significance of Program/Project (40 points)**

- Need for program - increased cultural events? unserved audience? new or improved? youth?
- Project is logical and feasible
- Project addresses Clatsop Coalition funding priorities/goals
- Adequate planning process, personnel, and timeline for executing the project
- Project promotes diversity, inclusion, and equality

### **Community Impact and Public Benefit (30 points)**

- Increases local access to culture
- Collaborates with other community groups
- Plans for sustainability of recurring projects/programs

### **Organization Management and Program (30 points)**

- Application is complete and project is described with clarity and appropriate budget
- Adequate planning for publicity
- Makes good use of facility, increases volunteer numbers or audience size
- Evaluation plan reasonable and appropriate to project

Grant funds may **NOT** be used for personnel salaries, travel reimbursement, deficit reduction, contingency funds, interest on loans, fines or litigation costs, lobbying expenses, tuition for academic study or personal equipment acquisition. **Requests for equipment purchases should address the disposition of the equipment at the conclusion of the project.**

Coalition grants are not a source of ongoing annual funding for an organization's regular expenses and projects. The coalition does not usually support the same project twice. If a project is funded, the grantee may not submit the same project again.

### **Requirements for Awarded Grants**

**\*Grant money must be used as stipulated in the grant application. All changes must be approved by the Cultural Coalition in advance. If the project is not completed as funded or changes are not approved, the money must be returned.** The grantee will not be considered for a grant the following year.

**\*Materials used in conjunction with the grant-funded project must include the wording: "*Funding for this project was provided by the Clatsop County Cultural Coalition and Oregon Cultural Trust.*" Logos are available online.**

**\* If the granted project is a performance, advance notice (10 days) of the performance is to be provided to the Clatsop County Cultural Coalition.**

**\*In case of other types of projects, photos of outcomes are to be included with the narrative evaluation report.**

**\*All recipients are required to complete a final expense and narrative evaluation report on or before August 1, 2024 (or later by prior arrangement). Submit a progress report on August 1 if your project is not yet complete. The final evaluation is due by December 31.**



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### Application Checklist:

Review your application against this checklist prior to submission.

Applications will be rejected if they are late, incomplete, unsigned, or not submitted on the official form.

\*Download and use the official application from [www.clatsopculturalcoalition.org](http://www.clatsopculturalcoalition.org).

\*The application must be signed by an authorizing official (Chief Executive Officer and/or Board Member or designee).

\*Provide a detailed budget showing anticipated expenses, revenues and/or contributions from individuals, governments, or businesses. Describe how budget figures were calculated. **Use our budget form.**

\*Include a roster of the Board of Directors including primary affiliations and contact information for each member.

\*If this is a collaborative project, include a letter from collaborating individuals or organizations explaining how they are involved in the project.

### Deadline and Place of Submission:

It is preferred that applications are submitted by email as a **single** PDF document. Email these documents to [information@clatsopculturalcoalition.org](mailto:information@clatsopculturalcoalition.org) before 12 noon on October 31, 2024. Applicants should request confirmation that the email has arrived and can be opened.

Hard copy applications are also accepted providing they **arrive** by 5 PM on October 31, 2024. Postmarks are not acceptable. Astoria mail goes to Portland before it is returned to Astoria the next day. Plan ahead. Mail to this address:

**Clatsop County Cultural Coalition  
P. O. Box 864  
Astoria, OR 97103**

### TIMELINE

September 15: Applications open

October: Grant writing workshops offered – in person, by Zoom, by appointment; check the website for details

October 31: Applications due by 5 PM; postmark is not sufficient

December 15 or earlier: Grant recipients notified

January 2025: Award ceremony with press release

August 1, 2025: Evaluation or progress report due



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**PLEASE USE THIS FORM. DO NOT CREATE YOUR OWN VARIATION. PLEASE WORD PROCESS AND ADD ADDITIONAL LINES WHEN NECESSARY BUT STAY IN THIS FORMAT.**

**Applicant Information**

Name of Non-profit applying:

Tax ID Number:

If this number is not your own, please supply a MOU outlining your relationship with the fiscal agent.

Project Title (less than 10 words; must reflect purpose of project):

**Summary of Specific Funding Request (25 words or fewer):**

Contact Person:

Title:

E-mail:

Phone:

Mailing address with Zip:

Project Director/Contact (if different from applicant)

Contact Person:

Title:

E-mail:

Phone:

Mailing address with Zip:

Project falls under Performing & Visual Arts \_\_\_\_ Heritage \_\_\_\_ Humanities \_\_\_\_

Location of project within Clatsop County:

Total Project cost:

Amount requested:

Other sources of funding:

Include individuals, businesses, foundations, in-kind contributions, etc.



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If you received CCCC funding in the last three years, list years and projects funded:

Indicate how many people do you anticipate will be involved in this project.

Staff:

Volunteers:

Participants:

Audience:

Other individuals, organizations or non-profits collaborating with this project:

If collaborating with others, describe cooperative planning that has already taken place (50 words or fewer):

Attach a letter of support from the other groups.

**Organization Information**

Organization Name:

Organization's mission (50 words or fewer):

Organization's history (150 words or fewer):

Programs and Services the organization provides (150 words or fewer):

Organizational structure

Number of Board members:

Number of paid staff:

Number of volunteers:



## **Project Information**

**1. Complete Project Description (250 words or fewer)**

In your 250 words, include mention of:

- \* Need for project and why?
- \* Purpose of project and for whom?
- \* How will the project be accomplished?

**2. Describe how Coalition funds will be used specifically. Describe how this project supports the Coalition goals of maintaining, preserving and protecting cultural programs in the visual and performing arts, heritage, and humanities in Clatsop County? (75 words)**

**3. Indicate how this request aligns with Clatsop County Cultural Coalition funding priorities. Address the quality and significance of your project, and its community impact. (100 words)**

**4. State the steps/goals to accomplish the project in a brief timeline. Please include proposed location, date and time. (100 words)**

**5. List key personnel for this project and give a brief description of their qualifications. (150 words)**

**6. The Coalition generally does not fund 100% of a project. List other sources of funds you will use for the project. Will it move forward with partial funding?**

**7. Describe how you will promote this project and the Cultural Trust and Coalition's involvement in it. Specify how you will notify the Coalition of your event.**

**7. Describe your evaluation plan. State how the accomplishments of your goals will be documented. (See attached evaluation form.)**

### **Other requirements:**

- \*A list of your Board of Directors with their contact information and primary affiliations.
- \*A letter of collaboration from participating organizations or individuals.
- \*A letter of support from participating institutions if you are requesting funds to partner with school or college.
- \*A completed Project Budget using our format.**



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

\_\_\_\_\_  
**Signature of CEO or Main Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of CEO or Main Applicant**

\_\_\_\_\_  
**Date**



## CLATSOP COUNTY CULTURAL COALITION GRANT GUIDELINES AND INFORMATION

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Proposed Budget for: \_\_\_\_\_

Title of your project

Please limit your budget summary to the project at hand. **We do not need your financial statement for the entire year.** Your budget should be clear, reasonable, and supportive of your project.

### **Definitions**

**Salary:** Cost for hourly or salaried employees

**Travel and Per Diem:** Travel, lodging, and food. For mileage, use your organization's mileage rate or the state rate.

**Contractual Services:** Using individuals, groups or facilities that are not part of an organization's usual expenditures, on a contract basis, i.e. rental of space, hiring a consultant, soloist, speaker, theater troupe or band, etc.

**Supplies/Materials:** Items that are consumed, distributed, or used, such as refreshments, programs or paint.

**Equipment:** Durable items; renting is preferred.

**NOTE:** Include a brief description and calculation for each line item. Please attend a workshop or contact the information number in the grant information sheet if you need help with this form. Add extra space as necessary to explain your budget.

Budget Category	Your Contribution	Collaborator Contributions of Funds, Goods, & Services	Cultural Trust Funds Requested	Totals
Salaries			Not allowed	
Travel & Per Diem Costs			Not allowed	
Contractual Services				
Supplies & Materials				
Equipment				
<b>TOTALS</b>				

**TOTALS SHOULD AGREE LEFT TO RIGHT AND TOP TO BOTTOM AND WITH THE FIGURES SUBMITTED ON THE FIRST PAGE OF THE APPLICATION.**





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**CLATSOP COUNTY COALITION EVALUATION FY 2024**

NOTE: If you receive funding, you will be asked to complete this form by August 1, 2024. If your project extends past August 1, the evaluation deadline will be extended. If your group does not complete this evaluation, your group will not be eligible to apply in the following year. Please complete this form regarding the funding you received from the Clatsop County Cultural Trust/Oregon Cultural Trust. Please mail the completed form to the Clatsop County Cultural Coalition, P. O. Box 864, Astoria, OR 97103, or scan and email a pdf to [information@clatsopculturalcoalition.org](mailto:information@clatsopculturalcoalition.org).

Date:

Grant Recipient Name:

Grant Recipient Address:

Grant Recipient Phone Number:

Grant Recipient Email:

Grant Amount Awarded:

Total Project Budget:

Other Project Funds:

Number of Individuals Benefitting (including staff, volunteers, participants, audience):

Amount & Source of other project funds (individuals, businesses, foundations, in-kind contributions):

1. Specify evidence that steps/goals were met. (Supply photographs, numerical data, samples of publicity, etc.)

2. Describe how your project supports the CCCC's funding priorities? (The CCCC awards projects that support, maintain, preserve, and protect cultural programs in the arts, heritage and humanities in Clatsop County.)

3. Use the form on the next page to summarize your expenses relating to this project.



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## Project Spending Summary

### ***Definitions***

**Salary:** Cost for hourly or salaried employees

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**Contractual Services:** Using individuals, groups or facilities that are not part of an organization's usual expenditures, on a contract basis, i.e. rental of space, hiring a consultant, soloist, speaker, theater troupe or band, purchasing publicity, etc.

**Supplies/Materials:** Items that are consumed, distributed, or used, such as refreshments, programs or paint.

EXPENSE CATEGORY	YOUR CONTRIBUTION	IN-KIND (LIST VALUE & DONOR)	COALITION GRANT FUNDS	TOTALS
Salaries			Not allowed	
Travel & Per Diem			Not allowed	
Contractual Services				
Supplies & Materials				
Equipment				
<b>TOTALS</b>				

**Equipment:** Durable items; renting is preferred.

Notes: