



ON-LINE APPLICATION INSTRUCTIONS

1. Applicants must electronically submit a completed application form using the CCWC online process by the deadline **of 11:59 p.m. Monday, October 10, 2016**. Paper or late applications will not be accepted. These instructions are for information only to help you prepare for completing the online application.
 2. The Grant Budget form is available for download on the site in either Excel or pdf format. This is a required attachment to the final submission. Supplementary materials are not required at this time, but are strongly encouraged! There is an option to provide a copy of your organization's logo and 1-3 pictures of the proposed project.
 3. Please read the CCWC Community Cultural Participation (CCP) **2017 Grant Guidelines** before completing your application.
 4. Please review the Washington County Cultural Plan 2015-2020, endorsed by the County Commissioners at <http://www.culturalcoalitionofwashingtoncounty.org>.
 5. Notification of awards should be made by **December 7, 2016**.
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2017 CCWC Grant Application Instructions and Questions

Before completing your application, please review the **2017 CCWC Grant Guidelines**. For additional information about the application process, please [visit CCWC Website here](#).

A few important things to note:

- **CCWC has moved to a new online grant system - Submittable.** All new applications will be submitted via Submittable. If you have not used Submittable in the past, you will need to create a new account below. If you need to submit the final report for a 2016 CCWC Grant please visit the former online grant system [here](#).
- This form will auto save periodically. You can also **save a draft and come back to your application by clicking the "Save Draft" button at the bottom of the page.** We recommend you compose your responses to the narrative questions in a word processor offline and then copy/paste your responses into this form. This insures you have a backup in the event of technical issues.
- The Regional Arts and Cultural Council serves as CCWC's fiscal agent and provides technical support for the grant application process. **If you need technical assistance or have questions about the application**, please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org.

APPLICANT INFORMATION:

Is your organization based in Washington County and requesting funding for activities taking place in Washington County? *

- Yes

Organization Name *

Federal Tax ID Number (EIN) *

Mailing Address Line 1 *

Mailing Address Line 2

City *

Zip Code *

Website

Main Contact First Name *

Main Contact Last Name *

Main Contact Email *

Main Contact Phone Number *

Alternate Contact First Name *

Alternate Contact Last Name *

Alternate Contact Email *

Alternate Contact Phone Number *

Year organization was established *

Is your organization a 501(c)3 non-profit, government agency, or public school? *

- Yes
- No

(Required for \$2,000 awards only)

Total Number of Staff *

Total Number of Volunteers *

Which level of funding would you like to apply for? *

- Level 1 - up to \$1000
- Level 2 - up to \$2000

Did your organization receive a CCWC Grant in 2016? *

- Yes
- No

Have you submitted the Final Report for you 2016 grant? *

- Yes
- No

PROJECT INFORMATION:

Proposed Project Title *

Project Start Date *

(Projects must occur between 01/01/2017 and 12/31/2017.)

(Date format: mm/dd/yyyy)

Project End Date *

This grant proposal is for: *

- Program Funding
- Capacity Building
- Operating Expenses
- Development
- Marketing

Please check all that apply.

1. Check which CCP goal(s) this grant proposal meets: *

- Public Awareness Audience Building & Participation
- Support for Existing Cultural Organizations
- Increase Public Art Opportunities
- Support Cultural and Heritage Learning
- Increase Youth Access to the Arts

Please check all that apply

2. Your organization's mission statement: * Limit 100 words

3. Provide a brief history of your organization and a description of your organization's leadership: * Limit 150 words

4. Describe, in detail, the project and expected outcome for which you seek funding: * Limit 150 words

5. If your project is a performance, exhibit, or event (if applicable), please indicate the locations, dates, and times. * Limit 100 words

6. Who is your target audience? How many people will be reached? If you have sponsored similar projects or events in the past, please provide prior attendance or participation figures. * Limit 100 words

7. Show how this proposal supports the CCP goal(s) marked in question 1. * Limit 150 words

8. Describe the abilities and capacities within your organization that will help to guarantee the success of your proposed project. * Limit 150 words

9. What impact will the project have in Washington County? * Limit 150 words

10. How did you learn about the CCP grants? *

- Past Grant Applicant
- CCWC Website
- Email or E Newsletter from CCWC
- Personal Referral
- Other

Total Grant Amount Requested *

(The system will not allow you to enter dollar signs or commas in this field - just enter the absolute number - for example, enter 1000, not \$1,000.)

IMPORTANT: This number should match the total Grant Amount Requested shown in the budget you upload below. 501(c)3 non-profits, government agencies, and public schools may request up to \$2,000. All other applicants may request up to \$1,000.

File Upload * Acceptable file types: pdf, doc, docx, rtf, jpg, tiff, png, xls, xlsx.

Please upload the following items:

1) Project Budget (XLSX, XLS, or PDF file) - Please use the template available for download at the top of the application website page.

2) Organizational Logo (JPG preferred, TIFF or PNG files also acceptable)

3) One to three photos representing your organization and/or your proposed project that we can post on the CCWC website (JPG preferred, TIFF or PNG files also acceptable)

Select up to 5 files to attach.
