



2017 Grant Cycle (Jan 1 – Dec 31, 2017)

Community Cultural Participation Grants

for non-profit organizations

Application: opens Sept 1, 2016 and closes Oct 10, 2016

Cultural Coalition of Washington County (CCWC) mission statement:

The CCWC contributes to the cultural identity and quality of life in Washington County by advocating for and supporting arts, heritage, and humanities organizations. We do this by: re-granting Oregon Cultural Trust funds; identifying and prioritizing community needs; and advising county and local governments.

Statement of Non-Discrimination:

The CCWC is committed to providing services and making our resources available to every member of Washington County without regard to race, color, creed, religion, age, gender, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, gender identity, and source of income or disability status.

Grant Guidelines:

The **Community Cultural Participation (CCP)** Grant Program provides financial support for Washington County non-profit arts, heritage and humanities organizations. Applicants can apply for activities or opportunities that **address one or more of these five goals:**

1. **Public Awareness, Audience Building and Participation:** Marketing and promotion
2. **Support Existing Cultural Organizations:** Professional development and capacity building
3. **Increase Public Art Opportunities:** Installations with high impact and/or educational purpose
4. **Support Cultural and Heritage Learning:** Education and cultural learning programs/participation
5. **Increase Youth Access to the Arts:** School-based arts and cultural opportunities and arts awareness

A strong grant application will address our priorities of promoting cultural diversity, developing community and/or cross-cultural partnerships, providing matching-fund or cost-sharing opportunities, and/or promoting cultural tourism.

Examples are below or visit www.culturalcoalitionofwashingtoncounty.org for fuller details in the Cultural Plan. Proposals in the CCP Grant Program should be geared toward **a specific event, activity or communication** of the organization. Applications must *clearly demonstrate* how the proposed activity, event or communication will:

1. Build awareness of the role and value of arts, heritage or humanities and increase public participation; or
2. Support existing Washington County cultural organizations; or
3. Support art activities or temporary/permanent installations with high public impact; or
4. Celebrate the diversity of cultures and increase community awareness of heritage and history; or
5. Promote youth access to the arts, heritage and humanities to enhance learning and healthy human development

Examples of CCP Grant Proposals include:

- Expenses for events and activities accessible to the public: festivals, performances, workshops, lectures, conferences, exhibits, open studio tours and other activities which will clearly help enrich cultural participation within the county.
- General promotional material that focuses on one or more of the previously mentioned four goals. Applicants must demonstrate a clear distribution and/or marketing plan in proposals for promotional materials. (*Promotional materials include the development of websites.*)
- Create and implement a cultural learning program.
- General operating or salary expenses for an organization whose mission focuses on one or more of the previously mentioned four goals, or for capacity expansion of such an organization.
- Performances, demonstrations, or exhibits in schools.
- Cross-cultural partnerships and collaborations, including work with the Washington County Visitors Association, or support for cultural tourism events or activities.

Funding for CCP grants comes from the Oregon Cultural Trust (OCT). The Washington County Board of Commissioners has appointed the CCWC to administer the grant program. The number of CCP grants awarded will depend on the funds available in the CCP Grant budget for that year.

To find out more about the Oregon Cultural Trust, go to: www.culturaltrust.org.

To access a copy of the Washington County Cultural Plan or to find out more about the Cultural Coalition of Washington County, go to: www.culturalcoalitionofwashingtoncounty.org

How to apply for a CCP Grant:

The CCWC contracts with the Regional Arts & Culture Council (RACC) to manage the online application and reporting process.

1. Applicants must be completed and electronically submitted on-line to RACC no later than **5:00 pm Monday, October 10, 2016**. *Late or paper applications will not be accepted.*
2. To access the CCP on-line application & guidelines go to one of the following websites:
www.culturalcoalitionofwashingtoncounty.org
www.racc.submittable.org

We strongly recommend attending one of the CCP grant orientations:

- Thursday, September 8th, 4-6 pm, Hillsboro Shute Park Library - Meeting Room, 775 SE 10th Ave, Hillsboro, OR 97123
- Tuesday, September 13th, 3-5 pm, Beaverton Library, Meeting Room A, 12375 SW Fifth St., Beaverton, OR97005

Grant Cycle:

All funded activities *must* take place between **January 1 – December 31, 2017**.

Eligibility:

Two levels of Community Cultural Participation grants are available this year:

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

Please submit your grant request amount dependent on your actual need. This will enable the CCWC to fund more organizations across the county.

An organization may apply for and receive only one Level 1 or one Level 2 grant per year.

Level 1 Eligibility Criteria: Up to \$1000 CCP Grant

1. Be a “not-for-profit” arts, humanities or heritage organization or be an educational institution or government agency with an arts, heritage or humanities mission. IRS 501(c)(3) status is not required. Applications from individuals or private businesses will not be accepted.
2. Be applying for an opportunity that specifically enhances Public Awareness and Participation, supports Existing Cultural Organizations, Increases Public Art Opportunities, supports Cultural and Heritage Learning, or increases Youth Access to the Arts (as described above).
3. Provide CCWC with an Employer Identification Number (EIN). You can receive an EIN within minutes online at www.irs.gov.
4. Be headquartered within Washington County *and* serve Washington County residents. (Branch offices of organizations headquartered elsewhere are not eligible to apply.) Events or activities must take place in Washington County.
5. Applications by social service agencies or religious organizations will be accepted only if application is made in partnership with a not-for-profit cultural organization for a joint project, with the cultural organization acting as the lead applicant.

6. Applications will be accepted to support capital expenditures such as the acquisition of public art or museum exhibits, but may not be used for capital campaigns.
7. If an organization received a CCP Grant in 2016, a final report for that grant must have been submitted on time prior to applying for a 2017 grant. If the activity has not yet been completed, please explain.
8. Applicants must provide an itemized list of revenue and expenditures for the proposed activity in the application.

Level 2 Eligibility Criteria: Up to \$2000 CCP Grant

1. Must meet the Level 1 criteria above.
2. An organization must have IRS 501(c)(3) status or be a governmental agency or a public school. (Upon request, a letter verifying status must be submitted).

Ineligible Expenditures/Applicants:

1. Grants will not be awarded to an individual or a private business.
2. Grants will not be awarded to support a capital campaign or endowment.
3. Grants will not fund purchases of equipment or clothing **not critical** to the organization's mission.
4. Grants will not fund organizations from **outside** of Washington County.
5. Grants will not be awarded to fund activities or events that take place **outside** Washington County.

Review Process:

1. CCWC members will review proposals according to the established eligibility criteria.
2. Awards will be based on CCWC recommendations.
3. Grant applicants can anticipate notification of grant award status by **December 7, 2016**.

Notification and information on award status can only be given after the grants process is complete. If you have not received official notification by December 14, 2016, contact RACC staff at 503-823-5111.

Acknowledgment (Credit to CCWC & OCT):

CCP grant recipients will acknowledge the support of the CCWC and the Oregon Cultural Trust in all publicity related to the CCP grant. An electronic version of the CCWC graphic is available on the CCWC website <http://www.culturalcoalitionofwashingtoncounty.org/faqs/> or from Eva Calcagno (Calcagno@wccls.org). Cultural Trust graphics and materials are available on its website.

Recipients are requested to mail copies of printed materials, press releases/coverage related to the project or activity to CCWC for its files. Please mail them to:

Cultural Coalition of Washington County
c/o Eva Calcagno, WCCLS
111 NE Lincoln St. #231L MS58
Hillsboro, OR 97124

CCP Grant Compliance:

1. Applicants awarded a CCP grant must complete the grant between **January 1 and December 31, 2017**.
2. Award notification packets will be mailed to organizations in December 2016. Please read and share the information with all people involved in your grant project. Your grant check will be mailed upon completion of the grant paperwork included in the award packet. Please complete the paperwork and submit it even if your project does not take place until later in the year.
3. Awardees ***must submit a Final Report*** of their completed activities **within 30 days** of the end of the grant cycle or by December 31, 2017. The report form will be available via CCWC's online grant site and accessed using your organization's login. Compliance with the final reporting requirements in previous grant cycles will be considered when the applicant's future grant applications are in review. Be advised that the final report will ask for the number of events and/or participants at events supported by the CCP grant.
3. CCP grant recipients will acknowledge the support of the CCWC and the Oregon Cultural Trust in all publicity related to the CCP grant.
4. It is the responsibility of the grant applicant to notify both CCWC and RACC in writing and in advance of any changes in the grant status.
5. The grant awardees will be contacted by a CCWC "Buddy" liaison to enhance communication.

Grant Assistance:

The CCWC has contracted with the Regional Arts & Cultural Council (RACC) to manage the grant process, and to be its fiscal agent for grant funds.

For questions about the grant guidelines, contact the CCWC Chair, Elaine Worden, at: eworden@beavertonoregon.gov

For questions regarding the application process, contact RACC at: Jack MacNichol, 503-823-2928, jmacnichol@racc.org