



(formerly the Washington County Arts, Heritage & Humanities Coalition)

Community Cultural Participation Grants FY 2009-10 for non-profit organizations

Cultural Coalition of Washington County mission statement

The CCWC contributes to the cultural identity and quality of life in Washington County by advocating and supporting arts, heritage, and humanities organizations. We do this by: regranting 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 to this grant program can apply for activities or opportunities that **address one or more of these four goals**:

1. **Public Awareness and Participation**: Marketing and promotion
2. **Cultural Learning**: Education and cultural participation
3. **Cultural and Economic Development**: Impact of the arts and culture
4. **Support Existing Cultural Organizations**: Professional development and capacity building

Examples may be found at the top of page 2 or visit www.westsideculturalalliance.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. Promote youth access to the arts, heritage and humanities to enhance learning and healthy human development; or
3. Support existing Washington County Cultural organizations; or
4. Integrate cultural development with economic development policies.

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

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 of 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: <http://www.westsidculturalalliance.org/wccc/index.htm>.

How to apply for a CCP Grant

1. Applicants must complete and electronically submit an on-line application to RACC no later than 5:00 pm Wednesday, April 1, 2009. ***Late or paper applications will not be accepted.***
2. To access the CCP on-line application & guidelines go to any of the following websites:
www.wccls.org www.racc.org www.westsidculturalalliance.org

Please Note: There is **NO “Spell Check”** on the online application process. Please proofread your application before submitting.

We strongly recommend attending the CCP grant orientation on Thursday, March 5th, 2009, at 9:30 a.m. at the Oregon College of Art and Craft, Fibers Classroom, 8245 SW Barnes Road, Portland, 97225.

Grant Cycle

All funded activities *must* take place between July 1, 2009 and June 30, 2010.

Eligibility

Three levels of Community Cultural Participation grants are available this year: as in previous years there will be one for up to \$1000 and another for up to \$2000; the third level is a pilot program for up to \$5000. Only organizations that have 501(c)(3) status may apply for Level 2 or Level 3 grants. Since only one Level 3 grant will be awarded this year, organizations applying for a Level 3 grant may also apply for either a Level 1 or Level 2 grant. Pending the success of this year's pilot, future grants at Level 3 may be multi-year. CCWC reserves the right to award different amounts depending upon the applicant pool and the number of requests.

Please submit your grant request amount dependent on your actual need. This may enable funds to be available for other organizations.

Grants at both levels should address one or more of the same *four goals*: Public Awareness and Participation, Cultural Learning, Support Existing Cultural Organizations, or Cultural and Economic Development. Collaboration and cooperation between organizations is encouraged.

An organization may apply for and receive only one Level 1 or Level 2 grant per year. An organization applying for a Level 3 grant may also submit a separate application for a Level 1 or 2 grant for a different purpose. The Coalition reserves the right to award two grants to one organization (a level 1 or 2 and a Level 3 grant) if appropriate.

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 component. 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, enhances Cultural Learning, supports Existing Cultural Organizations, or encourages Cultural and Economic Development (as described above).
3. Provide CCWC with an Employer Identification Number (EIN). You can receive an EIN within five days by faxing a completed Form SS-4, 'Application for Employer Identification Number,' directly to the IRS at 801-620-7115.
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 will be accepted if application is made in partnership with a 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 2008, a final report for that grant must be submitted prior to applying for a 2009 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

In addition to the Level 1 criteria, an organization must have IRS 501(c)(3) status. (Upon request, a letter verifying status must be submitted.)

Level 3 Eligibility Criteria: Up to \$5000 CCP Grant

In addition to the Level 1 criteria, the following criteria must be met for a Level 3 grant:

1. Organizations must have IRS 501(c)3 status. (Upon request, a letter verifying status must be submitted.)
2. The proposal must be for a strategic program or activity that addresses community-wide goals and benchmarks per the *Washington County Cultural Priorities for 2008 to 2015* section in the updated Washington County Cultural Plan.
3. Complete the online budget form indicating revenues and expenditures, including in-kind revenue, for the proposed program; separately, submit an operating budget for the organization via email to Calcagno@wccls.org.

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.
3. Purchases of equipment not critical to the organization's mission will not be funded by CCP grants.
4. Organizations from outside of Washington County are not eligible to apply for a Washington County CCP grant.
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 June 1, 2009.

Notification and information on award status can only be given after the grants process is complete. If you have not received official notification by June 6, 2009, 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 from Eva Calcagno (Calcagno@wccls.org). The Cultural Trust graphic is available on their 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. MS-58
Hillsboro, OR 97124

CCP Grant Compliance

1. Applicants awarded a CCP grant must complete the grant between July 1, 2009 and June 30, 2010.
2. Awardees *must submit a Final Report* of their completed activities within 30 days of the end of the grant cycle. The report form will be available via CCWC's online grant process at www.racc.org. 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 RACC in writing and in advance of any changes in the grant status.

Grant Assistance

The CCWC has contracted with the Regional Arts & Cultural Council to manage the CCP grant process.

For questions about the grant guidelines, contact the CCWC at:

Mary Beth Self, musiclit@comcast.net

For questions regarding the application process, contact RACC at:

Helen Daltoso, 503-823-5402, hdaltoso@racc.org

Ingrid Carlson, 503-823-5417, icarlson@racc.org