

## Cultural Development Grant Guidelines

*To support activity occurring between August 1, 2009 - July 31, 2010*

**Deadline for Applications: Tuesday, May 12, 2009**

### Introduction

By statute [ORS 359.431] Cultural Development Grant funds must be used:

- To address significant opportunities to advance, preserve or stabilize cultural resources;
- To invest in the development of new resources;
- To support proposals that have a broad cultural impact beyond the applicant itself; and,
- To support proposals from applicants with culture as a priority within the mission of the organization.

### Purpose

Cultural Development Grants provide additional state recognition and support to significant cultural programs and projects, preserving and enhancing Oregon's diverse arts, heritage and humanities efforts. The Cultural Trust has identified four broad areas within which it will accept funding proposals:

- **Access:** Making culture broadly available to Oregonians
- **Preservation:** Investing in Oregon's cultural heritage by recovering and preserving historic assets and achievements
- **Creativity:** The making and/or presentation of artistic or scholarly work, and the development of artists, cultural experts and scholars
- **Capacity:** The strengthening of cultural organizations to build stability and generate public confidence

Proposals may address one or more of the following aspects of the arts, heritage and humanities:

Anthropology	Folk - Traditional Arts	Media arts [film, video, moving image]
Archaeology	Historical Societies and Museums	Museums
Art History, Theory and Criticism	Historic Trails and Landscapes	Music
Arts Education	Historical Interpretation	Opera
Community Cultural Development	History	Oral Traditions
Cultural/Heritage Tourism	Historic Preservation	Philosophy
Dance	Landmarks and Historic Sites	Political Science
Design Arts [including Architecture]	Linguistics	Presenting
Ethics	Literature	Theater
		Visual Arts

## **Eligibility**

The Cultural Trust awards grants only to cultural organizations in Oregon that have tax exemption under Section 501(c)(3) of the Internal Revenue Code, or that are a cultural entity within a federally recognized Indian Tribe, and that have culture as a key priority in their mission.

ORS 359.400 defines a “cultural organization” as one that is “organized primarily for the purpose of producing, promoting or presenting the arts, heritage...and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources.”

The Cultural Trust seeks to award grants to a wide range of cultural groups and to make investments in multiple regions of the state. Thus, after five cycles of unrestricted funding, **beginning in FY2009, groups that receive a Cultural Development grant in two consecutive cycles will be a low priority to receive a grant the following cycle.**

**For example, if an organization is awarded a grant in FY2009 and FY2010, it will become a lower priority for funding until the FY2012 grant cycle.**

## **Limitations**

The following are not eligible for Cultural Trust funding:

- indirect costs;
- tuition assistance for college, university, or other formal courses of study;
- projects that have been substantially completed by August 1, the start date of the grant period;
- grants to offset previous project deficits; and
- events whose primary focus is to raise funds for a non-cultural cause.

Proposals submitted by institutions of higher learning must be for programs and activities that focus on, benefit, and are open to, the general public who must form the significant portion of the total audience.

## **Evaluation Criteria**

Cultural Development grant applications will be evaluated according to their ability to address the central goals of the Cultural Trust outlined on page 1.

Additional evaluation criteria include:

- significance of the activity or the project, including the quality of the organization(s), structures, works of art, and/or services that will be involved
- the potential to broaden and/or deepen public knowledge, understanding, appreciation of, and access to culture.
- the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel.
- evidence of sound fiscal management.
- evidence of public or private matching funds and/or in-kind services.

- the process by which the project will be evaluated and plans in place to sustain or maintain the activity or project, if appropriate, following the period of the grant.

### **Grant Awards**

Cultural Development Grants will generally range from \$5,000 - \$50,000 in fiscal year 2010 (August 1, 2009 through July 31, 2010). In FY2009, most Cultural Development grants ranged from \$5,000 to \$20,000. As the Trust fund grows over time, the range of grant amounts may increase. The Trust encourages applicants seeking small grants to approach the cultural coalition in its area. Contact information for the coalitions is available at <http://coalitions.culturaltrust.org/>

### **Matching Requirements**

ORS 359.431 requires that Cultural Development grants be matched. Match may consist of public or private funds as well as in-kind services or materials. Applicants are asked to provide as substantial a match as possible.

### **To Apply**

Applicants should submit a completed application cover page, budget form and a narrative of up to four (4) pages that explains the following:

- Brief organization description, including its mission and qualifications to undertake the activity
- Activity or project description, including outcomes sought
- Description of the need for the activity or project
- Description of who and how many (estimated) will benefit
- How the activity or project will be evaluated, including those responsible for evaluation, the standards to be used, and the timing and/or frequency of evaluation
- Timeline and who is responsible for implementation.

Applicants must also attach:

- a list of the names, addresses and affiliations of the organization's board of directors;
- proof of 501(c)(3) or tribal tax-exempt status (for first time applicants only) and
- a financial report from the most recently completed fiscal year, which includes a statement of revenues and expenses (operating statement) and a statement of assets and liabilities (balance sheet).

### **Grant Review Process**

Applications submitted to the Oregon Cultural Trust will be reviewed by staff for eligibility. Ineligible applications will be returned to applicants with an explanation. A panel of cultural professionals and Cultural Trust board members will evaluate qualified proposals and make funding recommendations to the Cultural Trust board. The Cultural Trust board will determine final grant awards.

### **Deadline**

Cultural Development Grant applications may be delivered to the Trust office by 5 pm, **Tuesday, May 12, 2009**, or mailed with a postmark deadline of **May 12, 2009**. Late applications will not be accepted.

Although the application form and instructions are available on-line, applicants may not submit materials electronically; hard copy with original signatures must be submitted to the Cultural Trust.

**Mail or deliver completed applications to:** Oregon Cultural Trust, 775 Summer Street NE, Suite 200, Salem, Oregon 97301-1280.

### **Assistance**

Assistance from the Oregon Cultural Trust is available to applicants prior to the application deadline. Call the Trust at **503-986-0088** with questions. Email requests for assistance may be sent to [cultural.trust@state.or.us](mailto:cultural.trust@state.or.us) We **strongly** urge you to request assistance well in advance of the deadline.

Copies of these guidelines and the application form are available from the Cultural Trust in hard copy or online at [http://www.culturaltrust.org/programs/grant\\_opportunities.php](http://www.culturaltrust.org/programs/grant_opportunities.php) .

### **Final Reports**

Grant recipients must complete a final expense and narrative report. Final financial reports must reflect the application budget as originally submitted, or revised with the approval of the Trust. Grant reports must be submitted within thirty (30) days of the end date of the grant period.

All grantees are subject to periodic audit by the Oregon Cultural Trust and/or the State of Oregon and must retain fiscal records for a period of three (3) years following completion of the grant period. Organizations previously funded by the Cultural Trust must fulfill final reporting requirements before new grant funds will be distributed. Grant funds will be withheld until outstanding prior final evaluations have been completed and filed with the Trust.