



# FY2017 Cultural Development Grant Guidelines

*To support activity occurring between August 1, 2016 and July 31, 2017*

Grants Online: [www.oregon.culturegrants.org](http://www.oregon.culturegrants.org)

Deadline for Online Applications: 5pm, Friday, April 22, 2016

## **Oregon Cultural Trust**

### **Vision**

We envision an Oregon that champions and invests in creative expression and cultural exchange, driving innovation and opportunity for all.

### **Mission**

The mission of the Trust is to lead Oregon in cultivating, growing and valuing culture as an integral part of communities. We do this by inspiring Oregonians to invest in a permanent fund that provides annual grants to cultural organizations.

### **Cultural Trust Strategic Plan Goals:**

- ❖ Grow the Cultural Trust and ensure its future. Maximize statewide visibility for the Cultural Trust's work;
- ❖ Strengthen collaboration and support within the statewide cultural network; and
- ❖ Maximize efficiency and effectiveness of Cultural Trust's processes and programs.

## **Cultural Development Grants**

By statute [ORS 359.431] **Cultural Development Project Grants** must be used to:

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

Proposals should achieve and support the **Cultural Trust's vision and mission:**

- Create an Oregon that champions and invests in creative expression and cultural exchange;
- Help drive innovation and opportunity for all;
- Cultivate, grow and value culture as an integral part of communities;
- Inspire Oregonians to invest in cultural nonprofits;
- Maximize visibility for the role of culture in our lives; and
- Strengthen collaboration and support within the statewide cultural network.

## **Purpose and Grant Categories**

Cultural Development Grants provide recognition and support to significant cultural programs and projects, preserving and enhancing Oregon's diverse arts, heritage and humanities efforts.

The Cultural Trust awards project funds in four distinct categories. **Organizations may only submit one application to one category a year:**

1. **Access:** For projects that make culture broadly available to Oregonians.
2. **Preservation:** For projects that invest in Oregon's cultural heritage by recovering, preserving and sharing historic assets and achievements.
3. **Creativity:** For projects that create and/or present cultural or scholarly work; projects that support the development of artists, cultural experts or scholars who promote culture as a core part of vibrant communities.
4. **Capacity:** For projects that strengthen cultural organizations to increase stability, improve sustainability or measure/share cultural impacts.

## **Eligibility**

Organizations must be based in Oregon and registered with the IRS for tax exemption under Section 501 (c) (3) of the Internal Revenue Code. Cultural entities within a federally recognized Indian Tribe are eligible to apply. Applications submitted through a fiscal sponsor are not eligible.

ORS 359.400 defines a "cultural organization" as one that is "organized primarily for the purpose of producing, promoting or presenting the arts, history, 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.

**\*Recipients of Cultural Development grants in two consecutive fiscal years are not eligible to apply for funds in the following fiscal year. As a result, an organization that was awarded a grant in both FY2015 and FY2016 is not eligible to apply for FY2017 funds and must wait until the FY2018 grant cycle.\***

The Oregon Cultural Trust may request more information, and has final determination on eligibility. Organizations not meeting the eligibility will not be reviewed by the peer review panel nor the Trust's board.

## **Limitations**

The following are not eligible for Cultural Trust funding:

- Indirect costs not directly associated with the implementation of the project;  
*Indirect costs are those for activities or services not directly related to the project. Direct costs are those for activities or services that benefit the*

*specific project, e.g., salaries for project management and materials required for a particular project.*

- Scholarships or tuition assistance for college, university or other formal courses of study;
- Projects that have been substantially completed by August 1, 2016, the start date of the grant period;
- Grants to offset previous project expenses and or deficits; and
- Events whose primary focus is to raise funds for a non-cultural cause.

The Cultural Trust has final authority in determining eligibility.

Applications from institutions of higher learning (universities and colleges) must be for projects and activities that focus on, benefit and are open to the general public, who must form the significant portion of the total audience.

### **Grant Awards**

Cultural Development Grants generally range from \$5,000 to \$35,000; the maximum request amount is \$50,000 for activities planned August 1, 2016 - July 31, 2017. The Trust encourages applicants seeking grants under \$5,000 to approach the County or Tribal Cultural Coalition in their area. Contact information for the Coalitions is available at [www.culturaltrust.org/coalitions](http://www.culturaltrust.org/coalitions).

### **Matching Requirements**

ORS 359.431 requires that Cultural Development grants be matched at least 1:1 with earned, contributed or eligible in-kind support (for example, grant requests for \$5,000 must be matched by at least \$5,000 for a minimum total project budget of \$10,000). The most competitive applications indicate cash matches committed by other funders or contributors.

### **Evaluation Criteria**

The Cultural Development applications are evaluated by peer review panels. Each category panel will evaluate project applications based on the following criteria and the respective strength of the proposed project in:

1. Quality and significance of project, and alignment with the selected grant category;
2. Community impact and public benefit;
3. Project evaluation; and
4. Organization and project management.

### **TO APPLY**

**All applications must be submitted through Grants Online at [www.oregon.culturegrants.org](http://www.oregon.culturegrants.org).** You will be asked to provide narrative responses to the following questions. The online system will enforce a maximum character limit, indicated in parentheses.

A project budget is also required, which is available through Grants Online. The budget form is included in this guideline for reference.

## **FUNDING CATEGORIES**

Apply to the category that *best aligns with the goals and intended outcomes of your project*. For examples of previous awards by grant category visit <http://goo.gl/sj9qw8>. Contact Trust Manager Aili Schreiner at [Aili.Schreiner@oregon.gov](mailto:Aili.Schreiner@oregon.gov) or 503.986.0089 with questions regarding funding categories.

## **ACCESS**

Access projects make culture broadly available to Oregonians. Past project examples include public exhibits/artworks, new/increased access to cultural programming and outreach to new/underserved communities, among others.

## **Application Questions**

### **Summary of Request** *(maximum 150 characters with spaces)*

In one sentence provide a summary beginning with the words "To support..." For example: *"To support the presentation of a community developed exhibition to reach a new audience."*

### **Summary of Organization and Project** *(maximum 500 characters with spaces)*

State your organization's mission and briefly summarize your organization. Describe the project in more detail and how the proposed project will advance your mission. Provide an overview of the project timeline.

### **1. Quality and Significance of Program/Project** *(0-25 pts, maximum 2,000 characters with spaces)*

Briefly describe the quality and significance of the project and how it will provide Oregonians access to culture, as well as how the project aligns with the "Access" funding category. Provide the qualifications of key cultural staff involved in the project. Discuss the intended outcomes of the project and how they will be measured.

### **2. Community Impact and Public Benefit** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe the constituency your organization currently reaches. Describe the community this project is intended to reach, including who and how many will directly benefit (including population and geographic scope). How will this project be relevant to the constituency and general community your organization serves? How will this project build on your organization's current services to cultivate, grow and create a higher value of culture in your community?

### **3. Evaluation** *(0-15 pts, maximum 1,000 characters with spaces)*

What outcomes will demonstrate project success (including impact)? Describe how this project will be evaluated and how outcomes will be measured. Be specific including individuals responsible, standards used and frequency/timing. If this project is successful how will your organization continue to provide or build on the activity?

#### **4. Organization and Project Management** *(0-15 pts, maximum 1,000 characters with spaces)*

Discuss the qualifications of key management and staff responsible for this project. Has your organization successfully completed a similar project? If so, briefly describe. Describe your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits? Provide any notes to the project budget that will clarify items for the review panel.

### **PRESERVATION**

Preservation projects invest in Oregon's cultural heritage by recovering, preserving and sharing historic assets and achievements. Past project examples include historic restoration/renovation, exhibits, digital and oral preservation/archive work, work with museum collections and historic research/publications, among others.

#### **Application Questions**

##### **Summary of Request** *(maximum 150 characters with spaces)*

This should be a single sentence beginning with the words "To support..." For example: *"To support the design and creation of a sustainable historic lighthouse garden for contextual and educational programing."*

##### **Summary of Organization and Project** *(maximum 500 characters with spaces)*

State your organization's mission and briefly summarize your organization. Describe the project in more detail and how the proposed project will advance your mission. Provide an overview of the project timeline.

#### **1. Quality and Significance of Program/Project** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe how this project will be significant to your organization and the community it serves. Describe the cultural quality of the project and its alignment with the "Preservation" category, including how the project advances cultural heritage by recovering, preserving and sharing historic assets and achievements. Describe plans to sustain or grow the project after the grant period. If this is a renovation or construction project, identify the proposed contractor and their qualifications and ability to carry out the project.

#### **2. Community Impact and Public Benefit** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe the constituency your organization currently serves, and how this project will be relevant to your community (include population and geographic scope). How will this project contribute to Oregon's cultural heritage and have an impact beyond your organization? Describe outreach plans (including interpretive and educational programing) that this project will create/enhance to grow and/or create a higher value of culture in your community.

### **3. Evaluation** *(0-15 pts, maximum 1,000 characters with spaces)*

What outcomes will demonstrate project success (including impact)? Describe how this project will be evaluated and how outcomes will be measured; be specific including individuals responsible, standards used and frequency/timing. If this project is successful how will your organization continue to provide or build on the activity?

### **4. Organization and Project Management** *(0-15 pts, maximum 1,000 characters with spaces)*

Discuss the qualifications of key management and staff responsible for this project. Has your organization successfully completed a similar project? If so, briefly describe. Describe your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits? Provide any notes to the project budget that will clarify items for the review panel.

## **CREATIVITY**

Creativity projects create and/or present cultural or scholarly work; they support the development of artists, cultural experts or scholars who promote culture as a core part of vibrant communities. Past project examples include public exhibits, cultural residencies, cultural programming/productions/performances, commemorative works, scholarly research and publications, and special commissions to support emerging cultural leaders, among others.

## **Application Questions**

### **Summary of Request** *(maximum 150 characters with spaces)*

This should be a single sentence beginning with the words "To support..." For example: *"To support the residency of an artist and a humanities expert to develop a commemorative work to celebrate our organization's 30<sup>th</sup> anniversary."*

### **Summary of Organization & Project** *(maximum 500 characters with spaces)*

State your organization's mission and briefly summarize your organization. Describe the project in more detail and how the proposed project will advance your mission. Provide an overview of the project timeline.

### **1. Quality and Significance of Program/Project** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe how this project will be significant to your organization and the community it serves. Describe the cultural quality of the project and alignment with the "Creation" category. Who are the primary cultural experts, scholars and/or artistic leaders for this project (include their qualifications). Describe plans to sustain or grow the project after the grant period.

### **2. Community Impact and Public Benefit** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe the audience your organization currently serves, and how this project will be relevant to your community (include population and geographic reach). How will this



project contribute to Oregon's cultural heritage and make an impact beyond your organization? Describe outreach plans (including interpretive and educational programming) that this project will create/enhance to grow and/or create a higher value of culture in your community.

### **3. Evaluation** *(0-15 pts, maximum 1,000 characters with spaces)*

What outcomes will demonstrate the success of this project (including impact)? Describe how this project will be evaluated and how outcomes will be measured. Be specific including individuals responsible, standards used and frequency/timing. If this project is successful how will your organization continue to provide or build on the activity?

### **4. Organization and Project Management** *(0-15 pts, maximum 1,000 characters with spaces)*

Discuss the qualifications of key management and staff responsible for this project. Has your organization successfully completed a similar project? If so, briefly describe. Describe your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits? Provide any notes to the project budget that will clarify items for the review panel.

## **CAPACITY**

Capacity projects strengthen cultural organizations through increased stability, improved sustainability, or by measuring/sharing/evaluating cultural impact. Capacity projects include organizational or community cultural planning, new investments in organizational capacity (staffing, equipment, marketing, development, online resources, building infrastructure, etc.), and new investments for organizational sustainability, among others.

## **Application Questions**

### **Summary of Request** *(maximum 150 characters with spaces)*

This should be a single sentence beginning with the words "To support..." For example: *"To support a planning process to enable our organization to effectively respond to increased demand for our services and activities."*

### **Summary of Organization and Project** *(maximum 500 characters with spaces)*

State your organization's mission and briefly summarize your organization. Describe the project in more detail and how the proposed project will advance your mission. Provide an overview of the project timeline.

### **1. Quality and Significance of Program/Project** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe how this project will be significant to your organization and build capacity to better serve your community. How does this project align with the "Capacity" category by increasing stability, improving sustainability, and/or developing a cultural impact process? Who (contractors, consultants, facilitators, staff, etc.) is primarily responsible for

implementing the project? Include their relevant qualifications. Describe plans to sustain or grow the project after the grant period.

**2. Community Impact and Public Benefit** *(0-25 pts, maximum 2,000 characters with spaces)*

Describe the constituency your organization currently serves, and how this capacity building project will enable your organization to better serve your community (include population and geographic scope). How will this project add to your organization's ability to contribute to Oregon's cultural heritage and make an impact beyond your organization? If this is an organizational or community planning project, describe community participation outreach plans.

**3. Evaluation** *(0-15 pts, maximum 1,000 characters with spaces)*

What outcomes will demonstrate project success (including impact)? Describe how this project will be evaluated and how outcomes will be measured. Be specific including individuals responsible, standards used and frequency/timing. If this project is successful how will this it enable your organization to build capacity and better advance culture in your community?

**4. Organization and Project Management** *(0-15 pts, maximum 1,000 characters with spaces)*

Discuss the qualifications of key management and staff responsible for this project. Has your organization successfully completed a similar project? If so, briefly describe. Describe your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits? Provide any notes to the project budget that will clarify items for the review panel.

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**Budget Requirements**

All applicants must complete the online budget form with project expenses and revenue. Please use the online budget narrative section to provide detailed information on your budget.

**Budget Narrative Section** *(required) 1,000 characters with spaces*

Use the budget narrative section to provide detailed information on your budget. What impact would Trust funding have on the project? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?



## **Additional Materials**

Applicants will be asked to include with their Grants Online submission:

- Board of director's list with names and affiliations;
- Proof of IRS 501(c)(3) or tribal tax-exempt status (**for first-time applicants only**); and
- Board-approved financial statement 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) as of March 31, 2016.

## **Application Review Process**

Applications submitted to the Oregon Cultural Trust will be reviewed by staff for eligibility. Applicants whose applications are deemed ineligible will be contacted and provided with an explanation. A panel of cultural professionals and Cultural Trust board members will evaluate eligible applications and make recommendations to the full Cultural Trust board. The Cultural Trust staff will present funding recommendations based on panel evaluation, number of applications and available funds to the Trust board for final review and action. Applicants will be notified by mail of the Trust's action after the Trust board meeting.

## **Deadline**

All applications for Cultural Development grants must be submitted to Grants Online no later than **5 pm on Friday, April 22, 2016** at <http://oregon.culturegrants.org>. **Late applications will not be accepted.**

## **Assistance**

**We encourage all grant applicants to first visit our website for updated grant guidelines, answers to frequently asked questions and a link to the online application.** Additional assistance is provided at statewide grant information workshops (Conversations with Funders) planned for February through March, 2016 (check [www.culturaltrust.org](http://www.culturaltrust.org) for dates and locations).

Once an applicant has reviewed **all online materials** and has completed a draft of their application, they may then schedule a phone conversation to speak with staff about their proposed project. Call the Trust at 503-986-0089 with questions or to schedule time for a pre-application project review. Requests for assistance may be sent to [aili.schreiner@oregon.gov](mailto:aili.schreiner@oregon.gov). We strongly urge you to request assistance **before March 31, 2016**, to ensure you have adequate time to incorporate feedback.

## **Final Reports**

Grant recipients must complete a final expense and narrative report online at Grants Online (<http://oregon.culturegrants.org>). Final financial reports must reflect the original application budget or a subsequent Trust-approved revised budget. Grant reports must be submitted **online by 5pm on Tuesday, September 1, 2017**.

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 funded by the Cultural Trust in FY2016 must fulfill final

reporting requirements by September 1, 2016 to be eligible to apply for grant funding in FY2017. **Grant funds will be withheld** until outstanding prior final evaluations have been completed, filed and approved by the Trust.

### **Appeal Process**

The Oregon Cultural Trust recognizes that procedural errors may occur in the application process. The Trust is committed to acknowledging errors and responding to rectify the effects of an error. Appeals may not be made on the basis of an applicant's disagreement with the advisory panel's assessment of application and how it met the review criteria. Disagreement with the judgment of the panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact the Cultural Trust Manager Aili Schreiner for advice and guidance. Letters of appeal must be submitted to the Trust's Executive Director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Trust Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Trust Board, funds will be awarded only if they are available.

### **Americans with Disabilities Act Statement of Non-discrimination**

By submitting an application, the applicant agrees to comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

### **The Cultural Trust has adopted the following Accessibility Grievance Procedure:**

If a person with a disability believes that a facility or program funded by the Oregon Cultural Trust is inaccessible, he or she is encouraged to communicate the grievance to the sponsoring organization. If an acceptable response is not received within two weeks, that individual may contact Oregon Arts Commission Assistant Director David Huff at [david.huff@oregon.gov](mailto:david.huff@oregon.gov) or 503-986-0086. The Oregon Arts Commission is one of the core statewide partners of the Oregon Cultural Trust.

Each grievance reported to the Oregon Cultural Trust will be handled on a case-by-case basis.

Possible Oregon Cultural Trust actions include:

- Sending staff to assist the organization on issues of accessibility;
- Involving people with disabilities from the local community in an effort to increase the organization's accessibility;
- Requesting return of funds already granted for the current fiscal years; and
- Denying future grant requests.

In all cases, an organization with a pending grievance will be denied funding unless it can demonstrate to the Oregon Cultural Trust that it is working toward compliance with current accessibility standards.



## FY2017 Cultural Development Grant Guidelines

*To support activity occurring between August 1, 2016 and July 31, 2017*

Grants Online: [www.oregon.culturegrants.org](http://www.oregon.culturegrants.org)

Deadline for Online Applications: 5pm, Friday, April 22, 2016

### Instructions for online submission application

- Applications must be submitted through Grants Online (GO!) no later than **5pm, Friday, April 22, 2016** at <http://oregon.culturegrants.org>.
- If you cut and paste into the online form, make sure you paste plain text only. Grants Online! has added the option to right click (CTRL-Click if using a MAC) so that any text that is pasted will be stripped of formatting.
- Please add paragraph breaks after you've pasted to make it easier for panelists to read. Characters remaining will populate once you have **typed** in the field. Just pasting will not do this. We recommend deleting something and adding it back if you want to check characters remaining. Because character counts vary from software to software, be aware that an answer will be cut off if the count is exceeded.
- To avoid losing data, you must save every page in the online system before moving on to the next.

### Upload the following required supplemental materials to your online application:

- ✓ Board of director's list with names and affiliations
- ✓ Board-approved financial statement or audit for last completed fiscal year and current balance sheet. Financial statements must include both an Operating Statement and a Balance Sheet.
- ✓ Other supporting material may include annual reports, press clippings, artist/scholar resumes, PDFs of floor plans or site plans on 8" by 11" pages, images, short (no more than 1-2 minute) videos. **Panelists value the chance to get to know your project!**
- ✓ **First time applicants only:** IRS 501(c)(3) letter or proof of Tribal status (one copy)
- ✓ Applications requesting funds for collaborative projects must include letters from participating organizations outlining how they will collaborate in the work.
- ✓ Applications requesting funds to support activities in, or in partnership with, K-12 schools must include a letter of support from participating school(s) that indicates their role in activity planning and anticipated participation.

- To complete the application, you must press **“SUBMIT.”** You will receive a “pop-up” message confirming submission of the grant. If you do not receive a follow-up email from the system within 30 minutes, and have checked your spam filter, contact our office for assistance at 503.986.0088 or by email at [cultural.trust@oregon.gov](mailto:cultural.trust@oregon.gov).

**Do not submit any additional supplemental materials by mail.**

**Contact for Cultural Development Grants:**

Aili Schreiner  
Trust Manager  
Oregon Cultural Trust  
775 Summer St NE, Ste. 200  
Salem, OR 97301  
(503) 986-0089 Office  
[Aili.Schreiner@oregon.gov](mailto:Aili.Schreiner@oregon.gov)

**Contact for Grants Online:**

Kat Bell  
Grants & Office Coordinator  
Oregon Arts Commission | Oregon Cultural Trust  
775 Summer St NE, Ste. 200  
Salem, OR 97301  
(503) 986-0082 Office  
[Kat.Bell@oregon.gov](mailto:Kat.Bell@oregon.gov)



Oregon Cultural Trust - Cultural Development Grants

EXPENSES	Description	Expense (Cash)	In-Kind Expense	Total Project Expense
<i>Only list direct expenses</i>				
Staff - Administration				
Staff - Project Specific				
Contracted Services - Cultural Services				
Contracted Services -Other				
Space/Facility Costs				
Materials/Supplies				
Equipment				
Travel/Per Diem				
Marketing and Promotion				
Other				
Other				
<b>A. Total Expenses</b>		\$	\$	\$

  

REVENUE	Status	Revenue	In-Kind Revenue	Total Project Revenue
Planned, Pending or Confirmed				
<b>Earned Revenue</b>				
(Admissions, Memberships, Fees for Services)				
<b>Corporate Support (source)</b>				
1				
2				
3				
subtotal				
<b>Foundation Support (source)</b>				
1				
2				
3				
subtotal				
<b>Individual/Community Support</b>				
1				
2				
3				
subtotal				
<b>Government Support</b>				
City				
County				
State				
Federal				
subtotal				
<b>Applicant Cash - Allocated to the Project</b>				
Grant Request	Cultural Trust Request >	\$		
<b>B. Total Revenue</b>		\$	\$	\$
			Line A must = Line B	\$

  

<b>Budget Narrative Section</b> (required) 1,000 characters with spaces Use the budget narrative section to provide detailed information on your budget. What impact would Trust funding make to the project? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?		
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