



**Oregon Cultural Trust  
FY2025 Cultural Development  
Grant Guidelines**

To support activity occurring between  
September 1, 2024, and August 31, 2025

**Application Deadline:  
5 pm Wednesday, May 8, 2024**

The Cultural Trust envisions an Oregon that champions and invests in creative expression and cultural exchange, driving innovation and opportunity for all. The mission of the Cultural 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 Development grants are annual funding opportunities for eligible cultural nonprofits undertaking public projects in Oregon. Awards between \$5,000 and \$40,000 are available for cultural projects taking place between September 1, 2024 and August 31, 2025.

These guidelines are intended to assist cultural nonprofits in successfully submitting applications for funding consideration.

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Questions? Please contact Aili Schreiner at (503) 428-0963 for programmatic questions or Kat Bell (971) 304-5044 for technical assistance. Para asistencia en español, llame al 971-345-1641.

## Program Requirements

By statute [ORS 359.431], Cultural Development grants fund projects that:

- 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.

Competitive projects should support the Cultural Trust's vision and mission to:

- 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.

## Organization Requirements

### *Eligibility*

The Cultural Trust seeks to support a wide range of cultural organizations across the state. 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." **Organizations using a fiscal sponsorship are not eligible to apply.**

At the time of the application deadline, all applicant organizations must:

- Have active registration with the State of Oregon for corporate, non-profit status *and*
- Provide services that take place within the state of Oregon *and*
- Have current IRS 501(c)(3) federal tax-exempt status *or*
- Be a cultural entity within a federally recognized Indian Tribe based in Oregon *or*
- Be an institution of higher learning (universities and colleges) that has a significant cultural program or cultural organization

**Applicants must have current registration on the Cultural Trust's website as an eligible cultural nonprofit.** The online application form is available here:

<https://culturaltrust.org/toolkit/PDFs/application.pdf>

Recipients of Cultural Development grants over two consecutive fiscal years are **not eligible** to apply for funds in the following fiscal year. As a result, organizations awarded a grant in both FY2023 and FY2024 are **not eligible** to apply for FY2025 funds and must wait until the FY2026 grant cycle.

The Cultural Trust has final determination on eligibility. Applications found ineligible will be withdrawn from consideration. The Cultural Trust may review eligibility at any time and request more information as necessary.

## Application Categories

### *Choosing your project category*

Cultural Development Grants recognize and support significant cultural projects that preserve and enhance Oregon's diverse arts, history, heritage, preservation, and humanities efforts. The Cultural Development Grant program has four distinct categories. **Organizations may submit one application to one category a year.**

Select the category that aligns with the goal of your project. Does your project primarily support cultural:

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

**Complete application questions are found on pages 10-17 in the guideline appendix.**

## Application Review Criteria

### *How does it work?*

Cultural Trust staff review submitted project applications for eligibility, completeness, and accuracy. Staff will contact the organization and provide an explanation if the organization or project does not meet the eligibility requirements.

Project applications are reviewed by changing panels of peer-review professionals with relevant experience. Applicants should not assume that panelists have prior knowledge of their work. Applicants who would like to nominate a panelist for consideration to review applications may do so by filling out the form at <https://culturaltrust.org/grants/how-to-apply/> . Each program category panel will evaluate all eligible applications.

The review criteria include:

1. Quality of project and project design and alignment within the selected category;
2. Significance of the project;
3. Community impact and public benefit of the project;
4. Project evaluation of the project; and
5. Organization and project management.

Each panel is chaired by a non-voting Cultural Trust Board member, or the Executive Director. The Cultural Trust staff will present funding recommendations based on panel evaluation, number of applications and availability of funds to the Cultural Trust Board for final review and action. Applicants will be notified by email of the Cultural Trust's action once the state budget is enacted, typically in August.

## Funding Requirements

Cultural Development Grants range from \$5,000 to \$40,000. The Cultural Trust may not consider applications that exceed the maximum request amount.

The Cultural Trust encourages organizations seeking grants under \$5,000 to contact 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 Requirement

*One to One (1:1) Award Match*

**ORS 359.431 requires that Cultural Development Grant awards be matched at least 1:1 with earned, contributed or eligible in-kind support. Applications that do not have at least a 1:1 match will be found ineligible and will not be considered for funding.**

For example:

Trust Grant Request	Cash Match	In-Kind Match	Total Project Budget
\$5,000	\$3,500	\$1,500	\$10,000

In-kind contributions are any non-cash contributions of time, services or property donated by individuals or organizations other than the applicant organization (third-party).

In-kind contributions may include:

- Goods (computers, software, furniture, and office equipment for use by your organizations or for special events);
- Services (meeting space, photocopy and mail services, administrative/financial support); or
- Expertise (legal, tax or business advice, marketing and website development, strategic planning).

Examples of in-kind contributions:

- A consultant regularly charges \$1,000 but gives you a reduced rate of \$600. The full value is \$1,000 but \$600 is a fee and \$400 is an in-kind donation.
- The local newspaper regularly charges \$350 for an ad but they are giving it to you for free. The in-kind donation is valued at \$350.
- Volunteer time should be calculated using the Independent Sector value: <https://independentsector.org/resource/value-of-volunteer-time/>

In-kind contributions must be in alignment with Standard Accounting Principles to be considered. Staff or board member time is not considered an eligible in-kind contribution unless the board member is providing a professional service at a discounted rate.

The most competitive applications will show cash matches committed by other funders or contributors. Questions about what qualifies as a match? Contact Trust Manager Aili Schreiner at [ailli.schreiner@biz.oregon.gov](mailto:ailli.schreiner@biz.oregon.gov) or (503) 428-0963.

## What We Don't Fund

*The following are not eligible for Cultural Trust funding:*

- Indirect costs not directly associated with the implementation of the project. Indirect costs are activities or services not directly related to the project such as operational expenses and salaries for staff not involved with the project. Direct costs are activities or services that support the specific project, e.g., salaries for project management, materials, marketing, etc.
- Scholarships or tuition assistance for college, university or other formal degree bearing courses of study.
- Projects that have been substantially completed by September 1, 2024, the start date of the grant period.
- Requests to offset previous project expenses and or deficits.
- Events whose primary focus is to raise funds for a non-cultural cause.

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; the general public must form a significant portion of the total audience/community served.

## Application Requirements

**Submission Deadline: 5 pm Wednesday, May 8, 2024**

### Online Application

All applications must be submitted through our online portal:

<https://oregon4biz.force.com/OAC/s/login/> no later than **5 pm Wednesday, May 8, 2024**, to receive consideration for funding. The Cultural Trust is not responsible for late applications and cannot guarantee processing of applications submitted after the published deadline.

**Incomplete applications will be deemed ineligible and may not be considered for funding.**

### Tips for working in online application:

- Cut and paste plain text only into the online forms. Software such as Notepad works well.
- To avoid losing data, you must save every page in the online system before moving on to the next.

### Required attachments:

Upload the following required attachments to your online application (as applicable):

1. **FY2025 Cultural Development Budget Template**
2. Most recently completed fiscal year **Profit & Loss Statement** and current **Balance Sheet**
3. Other **supporting material** (e.g. strategic plans, press clippings, artist/scholar resumes) floor plans or site plans on 8 1/2" by 11" pages, images, short (no more than 1-2 minute) videos. Or include a PDF document with embedded links. Panelists value the chance to get to know your project!
4. Applications requesting funds for **collaborative projects** must include **letters of**

**commitment** from participating organizations outlining how they will collaborate in the work.

5. 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.
6. **First time applicants only: IRS 501(c)(3) letter** or proof of **Tribal status** (one copy)

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

## Program Contacts & Assistance

### Programmatic Questions

Aili Schreiner, Trust Manager  
Oregon Cultural Trust  
775 Summer St NE, Ste. 200  
Salem, OR 97301  
(503) 428-0963  
[Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov)

### Online Technical Assistance

Kat Bell, Grants Officer  
Oregon Cultural Trust  
775 Summer St NE, Ste. 200 Salem,  
OR 97301  
(971) 304-5044  
[Kat.Bell@biz.oregon.gov](mailto:Kat.Bell@biz.oregon.gov)

Assistance with technical requirements and application scope is available from Cultural Trust staff prior to the application deadline. To schedule time for a pre-application project/draft application review, send a request to [Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov) or call (503) 428-0963. Applicants may also seek feedback after funding decisions and notification have been made.

We strongly urge you to request assistance **before April 25, 2024**, to ensure you have adequate time to incorporate feedback.

## FINAL REPORTS

**Final Report Deadline: 5 pm Thursday, October 2, 2025**

Information is required from award recipients at the conclusion of the funding period. To help the Cultural Trust report on the results of public funding, entities receiving awards must complete a final report. Final reports must be submitted within thirty (30) days of the completion of the funding period. All awardees are subject to periodic monitoring by the Cultural Trust and must retain fiscal records for a period of three (3) years following completion of the funding period. Award recipients that have been previously funded by the Cultural Trust must fulfill outstanding final reporting requirements before new funds will be distributed.

The following questions and data will be collected on the Final Report. Please track this information during the funding period:

1. Did you achieve the goals of your project? Describe how your successes were measured, and how any setbacks were handled. Include in your answer any changes to your project/activities that occurred during the grant period.
2. Using specifics, describe who participated in your project and the individuals who benefited from your project (numbers, age, geographic distribution, etc.). How did this project impact your organization and your community?

3. Did your project provide educational opportunities? Please describe what these were, who benefitted and how, include number of people served.
4. Provide a detailed list of in-kind contributions (include estimated value and description).
5. What was the total value and source of project contributions (include descriptions)?

Be prepared to document project locations (see template) and attach all promotional materials produced for your project that credit your grant award from the Oregon Cultural Trust.

Final report data will not be evaluated by the Cultural Trust review panels and does not affect current or future applications. This information will be used by the Cultural Trust for reporting and is required with the final report for funded applications. If you have questions, please contact the Oregon Cultural Trust at [cultural.trust@biz.oregon.gov](mailto:cultural.trust@biz.oregon.gov) or call (503) 986-0088.

### Appeal Process

The Oregon Cultural Trust recognizes that procedural errors may occur in the application process. The Cultural Trust is committed to acknowledging errors and rectifying the effects. Appeals may not be made on the basis of an applicant's disagreement with an assessment of how the application met the review criteria, the judgment of a review panel or the amount of the award.

Applicants considering an appeal should contact Cultural Trust Manager Aili Schreiner, by phone at (503) 428-0963 or by email at [Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov), for advice and guidance. Letters of appeal must be submitted to the Cultural Trust's Executive Director within 30 days of public notice of grant awards. Appeals are reviewed and acted on by the Cultural 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 Cultural Trust's Board, funds will be awarded as they are available.

Applicants not meeting one or more of the eligibility requirements as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Cultural Trust's Executive Director within 15 days of public notice of grant awards. All decisions made by the Cultural Trust are final.

### Pending Status

Occasionally the Cultural Trust may put a grant on pending status if a project is preliminarily awarded. Cultural Trust staff will contact the applicant on pending status and discuss the information that is needed in order to review and act.

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

Any entity that provides services to the public must certify that it complies with 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, sexual orientation, military status, gender



identity, source of income or disability status. The Cultural Trust provides assistance to Oregon cultural groups on issues of access. Contact the Oregon Cultural Trust at (503) 986-0082 or [kat.bell@biz.oregon.gov](mailto:kat.bell@biz.oregon.gov) for information or assistance. TDD assistance is available at (800) 735-2900. Applicants will certify their compliance within the application.

**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, they are encouraged to communicate the grievance to the sponsoring organization. If an acceptable response is not received within two weeks, that individual may contact Cultural Trust Executive Director Brian Rogers at [brian.rogers@biz.oregon.gov](mailto:brian.rogers@biz.oregon.gov) or 971-209-5385.

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;
- Denying future grant requests; and
- 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.



**Oregon Cultural Trust:  
FY25 Cultural Development Project Budget Template**

Name of Organization:		<i>Please save this form in a place where you can find it. Upload your completed project budget template as an attachment to your grant application.</i>
Project Date Range:		

PROJECT EXPENSES	Description	Total Expenses	
Staff Time		\$	
Contracted Services		\$	
Space/Facility Costs		\$	
Materials/Supplies		\$	
Equipment		\$	
Travel/Per Diem		\$	
Marketing and Promotion		\$	
Other Project Expenses		\$	
Other Project Expenses		\$	
Other Project Expenses		\$	
Other Project Expenses		\$	
<b>TOTAL EXPENSES (ALL SOURCES)</b>		\$	

PROJECT REVENUE	Description	Total Revenue	Indicate Status: Planned, Pending or Confirmed
Donations/Contributions		\$	
Grants (public or private)		\$	
Grants		\$	
Grants		\$	
Grants		\$	
Grants		\$	
Earned Revenue (admissions/memberships/fees for services)		\$	
Earned Revenue		\$	
Earned Revenue		\$	
Earned Revenue		\$	
Earned Revenue		\$	
Sponsorships		\$	
Sponsorships		\$	
Sponsorships		\$	
Sponsorships		\$	
Applicant Cash		\$	
Cultural Development Grant Request		\$	<i>Requests to the Cultural Trust cannot exceed 50% of your total project budget.</i>
<b>TOTAL REVENUES (ALL SOURCES)</b>		\$	

<b>TOTAL PROJECT EXPENSES</b>		\$	<i>Note: Expenses and Revenue must equal; please submit a balanced budget plan.</i>
<b>TOTAL PROJECT REVENUE</b>		\$	

IN-KIND	Description	Total In-Kind	Indicate Status: Planned, Pending or Confirmed
In-kind Goods: (materials or products that have been		\$	
In-kind Services: (volunteers*, pro bono professional services, etc.)		\$	
<b>TOTAL IN-KIND</b>		\$	

*\*Volunteer hours may be calculated at the national standard of \$29.95 (<https://independentsector.org/resource/value-of-volunteer-time/>) Please make certain to put your organization name and project start date at the top of the page.*

## CULTURAL DEVELOPMENT: ACCESS CATEGORY

Apply to the category that **best aligns with the goals and outcomes of your project**. For examples of previous awards by program category visit <https://culturaltrust.org/blog/>. Contact Trust Manager Aili Schreiner at [Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov) or (503) 428-0963 with questions regarding program categories.

Applicants are encouraged to use published [application assessment rubrics](#) when choosing the appropriate grant category.

### ACCESS PROJECTS

Access projects make culture broadly available to Oregonians by removing barriers to opportunities. Funded Access projects can include public exhibits/artworks, new/increased access to cultural programming and outreach to new/underserved communities, among others.

#### Summary of Project & Request (up to 200 words)

Provide a summary of your project and request for support. Begin with the words "To support...". For example: *"To support access to theatre performances for hearing impaired audience members by contracting with American Sign Language interpreters."*

#### Summary of Organization and Community Served (up to 600 words)

State your organization's mission and summarize your organization's programs and activities. How are stakeholders and other constituents involved in the work and/or decision-making of the organization? Briefly describe the community your organization serves, noting if you serve communities of color, culturally specific communities, rural areas, or any other traditionally underserved populations.

#### Significance and Quality of Project: 30 points (up to 1,200 words)

Describe the barriers to cultural opportunities in your community and how this informed the design of your project (scope, time, budget).

#### Community Impact and Public Benefit: 30 points (up to 1,200 words)

Describe the change that will result from this project. How will increased access to cultural opportunities impact your community and your organization? Include intended outcomes and who will benefit (include population/geographic scope). If your organization has developed goals around diversity, equity, and inclusion, how does this project help achieve these goals?

#### Project Management and Evaluation: 30 points (up to 1,200 words)

Who will measure the project's success and what indicators will they use? Please describe project outputs (number of participants, demographics, deliverables) and outcomes (changes in engagement, barriers, value of culture). Describe the qualifications of your staff and board to evaluate project success and provide strong organizational/fiscal management.

#### Budget Requirements

All applicants must complete and upload the Cultural Trust's excel budget template to their online application. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel.

**Budget Narrative: 10 points**

Use the budget narrative section to provide detailed information on your budget. How will Trust funds be used? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?

## CULTURAL DEVELOPMENT: PRESERVATION CATEGORY

Apply to the category that **best aligns with the goals and outcomes of your project**. For examples of previous awards by program category visit <https://culturaltrust.org/blog/>. Contact Trust Manager Aili Schreiner at [Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov) or (503) 428-0963 with questions regarding program categories.

Applicants are encouraged to use published [application assessment rubrics](#) when choosing the appropriate grant category.

### PRESERVATION PROJECTS

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

*\* Organizations undertaking large scale preservation construction/ renovation projects (+\$500,000) are encouraged to contact the Cultural Advocacy Coalition to discuss the Cultural Resource Economic Fund ([www.oregonculture.org](http://www.oregonculture.org)).*

#### Summary of Project & Request ((up to 200 words)

Provide a summary of your project and request for support. Begin with the words "To support...". For example: *"To support the design and creation of a sustainable historic lighthouse garden for contextual and educational programming."*

#### Summary of Organization and Community Served (up to 600 words)

State your organization's mission and summarize your organization's programs and activities. How are stakeholders and other constituents involved in the work and/or decision-making of the organization? Briefly describe the community your organization serves, noting if you serve communities of color, culturally specific communities, rural areas, or any other traditionally underserved populations.

#### Significance and Quality of Project: 30 points (up 1,200 words)

Explain the significance of the preservation project to your community and how this informed the design of your project (scope, time, budget). If this is a renovation or construction project, identify the proposed contractor and their qualifications.

#### Community Impact and Public Benefit: 30 points (up to 1,200 words)

Describe the change that will result from this project. How will increased investment in cultural heritage impact your community? Include intended outcomes and who will benefit (include population/geographic scope). If your organization has developed goals around diversity, equity, and inclusion, how does this project help achieve these goals?

#### Project Management and Evaluation: 30 points (up to 1,200 words)

Who will measure the project's success and what indicators will they use? Please describe project outputs (number of participants, demographics, deliverables) and outcomes (historic assets and achievements recovered/preserved/ shared; value of investment in Oregon heritage increased). Describe the qualifications of your staff and board to evaluate project

success and provide strong organizational/fiscal management.

### **Budget Requirements**

All applicants must complete and upload the Cultural Trust's excel budget template to their online application. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel.

### **Budget Narrative: 10 points**

Use the budget narrative section to provide detailed information on your budget. How will Trust funds be used? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?

## CULTURAL DEVELOPMENT: CREATIVITY CATEGORY

Apply to the category that **best aligns with the goals and outcomes of your project**. For examples of previous awards by program category visit <https://culturaltrust.org/blog/>. Contact Trust Manager Aili Schreiner at [Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov) or (503) 428-0963 with questions regarding program categories.

Applicants are encouraged to use published [application assessment rubrics](#) when choosing the appropriate grant category.

### CREATIVITY PROJECTS

Creativity projects create and/or present cultural or scholarly work; they support the work developed by artists, cultural experts or scholars who promote creative expression as a core part of vibrant communities. Funded Creativity projects can include public exhibits, cultural/artistic residencies, cultural/artistic programming/productions/performances, commemorative works, scholarly research and publications, and special commissions to support emerging cultural/artistic leaders, among others.

#### Summary of Project & Request (up to 200 words)

Provide a summary of your project and request for support. Begin 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 and Community Served (up to 600 words)

State your organization's mission and summarize your organization's programs and activities. How are stakeholders and other constituents involved in the work and/or decision-making of the organization? Briefly describe the community your organization serves, noting if you serve communities of color, culturally specific communities, rural areas, or any other traditionally underserved populations.

#### Significance and Quality of Project: 30 points (up 1,200 words)

Describe the work by artists, cultural experts or scholars who promote creative expression as a core part of vibrant communities and how this informed the design of your project (scope, time, budget).

#### Community Impact and Public Benefit: 30 points (up to 1,200 words)

Describe the change that will result from this project. How will support for creative expression impact your community and your organization? Include intended outcomes and who will benefit (include population/geographic scope). If your organization has developed goals around diversity, equity, and inclusion, how does this project help achieve these goals?

#### Project Management and Evaluation: 30 points (up to 1,200 words)

Who will measure the project's success and what indicators will they use? Please describe project **outputs** (number of participants, demographics, deliverables) and **outcomes** (changes in artistic/cultural engagement, creativity in community, value of creative expression). Describe the qualifications of your staff and board to evaluate project success and provide strong organizational/fiscal management.

### **Budget Requirements**

All applicants must complete and upload the Cultural Trust's excel budget template to their online application. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel.

### **Budget Narrative: 10 points**

Use the budget narrative section to provide detailed information on your budget. How will Trust funds be used? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?



## CULTURAL DEVELOPMENT: CAPACITY CATEGORY

Apply to the category that **best aligns with the goals and outcomes of your project**. For examples of previous awards by program category visit <https://culturaltrust.org/blog/>. Contact Trust Manager Aili Schreiner at [Aili.Schreiner@biz.oregon.gov](mailto:Aili.Schreiner@biz.oregon.gov) or (503) 428-0963 with questions regarding program categories.

Applicants are encouraged to use published [application assessment rubrics](#) when choosing the appropriate grant category.

### CAPACITY PROJECTS

Capacity projects strengthen cultural organizations through increased stability, improved sustainability or by measuring/sharing/evaluating community cultural impact. Funded Capacity projects can 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.

#### Summary of Project & Request (up to 200 words)

Provide a summary of your project and request for support. Begin 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 Community Served (up to 600 words)

State your organization's mission and summarize your organization's programs and activities. How are stakeholders and other constituents involved in the work and/or decision-making of the organization? Briefly describe the community your organization serves, noting if you serve communities of color, culturally specific communities, rural areas, or any other traditionally underserved populations.

#### Significance and Quality of Project: 30 points (up 1,200 words)

Explain the significance of this one-time, strategic investment to your organization. If funded, how will the project build your organization's capacity by increasing stability, improving sustainability, and/or developing a cultural impact process? Is this an investment in your organization's programmatic or operational capacity? How did this inform the design of your project (scope, time. Budget)?

#### Community Impact and Public Benefit: 30 points (up to 1,200 words)

Describe the change that will result from this project. How will a strategic investment in your organizational capacity impact your organization and the community you serve in the short and long term? If your organization has developed goals around diversity, equity, and inclusion, how does this project help achieve these goals?

#### Project Management and Evaluation: 30 points (up to 1,200 words)

Who will measure the project's success and what indicators will they use? Please describe project **outputs** (new staffing, equipment, marketing, development, online resources, building infrastructure, etc.), and **outcomes** (increased stability, improved sustainability, barriers to organization diminished, value of organization to community increased). Describe the

qualifications of your staff and board to evaluate project success and provide strong organizational/fiscal management.

### **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 that will clarify items for the review panel.

### **Budget Narrative: 10 points**

Use the budget narrative section to provide detailed information on your budget. How will Trust funds be used? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?