

FY2016 Cultural Development Grant Guidelines

To support activity occurring between August 1, 2015 - July 31, 2016

Deadline for Online Applications: 5pm, Friday, May 15, 2015

Grants Online: www.oregon.culturegrants.org

Introduction

The mission of the Oregon Cultural Trust is to lead in building an environment in which cultural organizations are sustained and valued as a core part of vibrant Oregon communities.

By statute [ORS 359.431] **Cultural Development Grant** funds 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 work toward achievement of the **Cultural Trust goals**:

- Protect and stabilize Oregon cultural resources, creating a solid foundation for the future.
- Expand public awareness of, access to, and participation in quality cultural experiences in Oregon.
- Ensure that Oregon cultural resources are strong and dynamic contributors to Oregon's communities and quality of life.
- Build understanding of the value and impact of culture to Oregonians.

Purpose

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 has four grant categories:

- **Access:** Make culture broadly available to Oregonians
- **Preservation:** Invest in Oregon's cultural heritage by recovering, preserving, and sharing historic assets and achievements
- **Creativity:** Create and/or present cultural or scholarly work; Support the development of artists, cultural experts, or scholars who promote culture as a core part of vibrant communities
- **Capacity:** Strengthen cultural organizations to increase stability, improve sustainability, or measure/share cultural impacts

Eligibility

Organizations must be registered with the IRS in Oregon, and have 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 FY2014 and FY2015 is not eligible to apply for funds until the FY2017 grant cycle.

Limitations

The following are not eligible for Cultural Trust funding:

- indirect costs
- scholarships or 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
- events whose primary focus is to raise funds for a non-cultural cause

The Cultural Trust has final authority in determining eligibility.

Institutions of higher learning (universities and colleges) applications 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.

Grant Awards

Cultural Development Grants will generally range from \$5,000 - \$50,000 in fiscal year 2016 (August 1, 2015 through July 31, 2016). In fiscal year 2015, most Cultural Development grants ranged from \$5,000 to \$35,000. The Trust encourages applicants seeking grants under \$5,000 to approach the cultural coalition in their area. Contact information for the coalitions is available at www.culturaltrust.org/coalitions.

Matching Requirements

ORS 359.431 requires that Cultural Development grants be matched at least 1:1, with earned, contributed or in-kind support. The most competitive applications indicate cash match **committed** by other funders or contributors

Evaluation Criteria

Cultural Development grant applications will be evaluated by peer review panels. Panels will evaluate applications based on the respective strength of the proposed project/program in addressing the purpose of the selected grant category and the goals of the Trust.

The following review criteria will be used to evaluate Cultural Development grant applications:

Quality and Significance of Program/Project (40 points)

- Quality and significance of the project/program or activity
- Strength in alignment with selected grant category (Access, Preservation, Creativity, Capacity)
- Quality of outcomes

Community Impact & Public Benefit (30 points)

- Relevance to organization's community and impact of project/program beyond the organization
- Community benefit
- Increased access to culture
- Plans in place to sustain or maintain the activity or project, if appropriate, following the period of the grant

Evaluation (20 points)

- Process by which the project will be evaluated
- Process by which to measure and share impacts and outcomes

Organization Management & Program (10 points)

- Appropriateness of the budget
- Qualifications of the project's personnel
- Evidence of sound fiscal management
- Evidence of public or private matching funds and/or in-kind services

To Apply

All applications must be submitted through Grants Online at 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.

Grant Category (Select ONE category that best describes your project)

- **Access:** Make culture broadly available to Oregonians
- **Preservation:** Invest in Oregon's cultural heritage by recovering, preserving, and sharing historic assets and achievements
- **Creativity:** Make and/or present artistic or scholarly work; Support the development of artists, cultural experts, or scholars who promote culture as a core part of vibrant communities
- **Capacity:** Strengthen cultural organizations to increase stability, improve sustainability, and/or measure/share cultural impacts

Summary of Request (100 characters with spaces)

- This should be a single sentence beginning with the words "To support..." For example: *"To support the creation and installation of interpretive signage at the XYZ Historical Site"*

Summary of Organization & Project (3000 characters with spaces)

- Briefly summarize your organization and how the proposed project/program offered by your organization advances your mission along with the intended timeline.

Quality and Significance of Program/Project (40 points) (5000 characters with spaces)

- Briefly describe the quality and significance of the project or activity
- Discuss how the project responds to the selected grant category (Access, Preservation, Creativity, Capacity)
- Discuss the intended outcomes of the program/project

Community Impact & Public Benefit (30 points) (5000 characters with spaces)

- Describe the relevance of the program/project to the organization's community and how the project make an impact beyond the organization itself.
- Describe who and how many will directly benefit (population and geographic information encouraged)
- Describe the project's potential to broaden and/or deepen public knowledge, understanding of, appreciation of or access to culture
- Describe plans in place to sustain or maintain the activity or project, if appropriate, following the period of the grant

Evaluation (20 points) (4000 characters with spaces)

- Describe the process by which the project's intended outcomes will be evaluated (those responsible, standards used, frequency/timing)
- Describe the process by which project impact and outcomes will be measured and shared

Organization Management & Program (10 points) (3000 characters with spaces)

- Discuss the qualifications of the project's personnel
- Discuss the organization's fiscal management, including systems in place to identify and address budget shortfalls.
- Describe existing and planned public or private matching funds and/or in-kind services

Additional Materials

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

- List of the names and affiliations of the organization's board of directors
- Proof of IRS 501(c)(3) or tribal tax-exempt status (**for first time applicants only**)
- Board approved financial statement from the most recent completed fiscal year, which includes a statement of revenues and expenses (operating statement) and a statement of assets and liabilities (balance sheet)
- Balance sheet (as of April 30 or the most recent completed month prior to submitting application)

Grant Review Process

Applications submitted to the Oregon Cultural Trust will be reviewed by staff for eligibility. Applicants whose proposals are deemed ineligible will be contacted and provided 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 based on panel and staff recommendations.

Deadline

All applications for Cultural Development grants must be submitted to Grants Online no later than **5 pm, Thursday, May 15, 2015** at <http://oregon.culturegrants.org>. **Late applications will not be accepted.**

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 the Oregon Arts Commission Assistant Director, David Huff at david.huff@state.or.us 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
- 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.

Assistance

We encourage all grant applicants to first visit our website for grant guidelines, answers to frequently asked questions, and for a link to the online application. Additional assistance is provided at planned grant information events across the state (check www.culturaltrust.org for upcoming events), and “Grants Chat” webinar slides available at: www.culturaltrust.org/grants/development-grants.

Once an applicant has reviewed **all online materials** and has completed a draft of their grant application, they can 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. Email requests for assistance may be sent to cultural.trust@oregon.gov. We strongly urge you to request assistance **before April 30, 2015** to ensure you have adequate time for any 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 application budget as originally submitted, or revised with the approval of the Trust. Grant reports must be submitted **online by 5pm Tuesday, September 1, 2016**.

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 FY15 must fulfill final reporting requirements by September 1, 2015 to be eligible to apply for grant funding in FY16. Organizations that were funded by the Cultural Trust in FY14 must fulfill final reporting requirements before new grant funds will be distributed if they are awarded a grant in FY15. Grant funds will be withheld until outstanding prior final evaluations have been completed and filed with the Trust.

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Instructions for online submission application:

- Applications must be submitted through Grants Online (GO!) no later than **5pm, Friday, May 15, 2015** 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.
- 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 the next 30 minutes, and have checked your spam filter, contact our office for assistance, 503-986-0088 or email cultural.trust@oregon.gov.
- Upload the following **required** supplemental materials to your online application:
 - Board of Directors roster including the primary affiliation and contact information for each member
 - 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, or PDF's of floor plans or site plans on 8 ½ x 11 " pages, images, short (no more than 1-2 minute) videos.
 - **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 the participating school(s) that indicates how schools have been involved in planning and will participate in the proposed activity.
- **Do not submit any additional supplemental materials by mail.**