

Tillamook County Cultural Coalition

Granting funds locally for the Oregon Cultural Trust

**Thank you for your interest in the Tillamook County Cultural Coalition.
Grant Proposal and Application Information
Deadline for Applications: January 5th***

BACKGROUND

The Tillamook County Cultural Coalition (TCCC) was formed and developed a plan, approved by the Oregon Cultural Trust in 2004. It uses funds from the Trust to grant monies to cultural programs in Tillamook County. The citizens of Tillamook County set these priorities for cultural projects:

1. Education
2. Community Art
3. Heritage
4. Environment
5. Traditions

We encourage you to read the entire TCCC plan available at the Tillamook County Pioneer Museum, 2106 Second Street, Tillamook, OR 97141 or go to the website: www.tcpm.org/tccc.htm and click on TCCC Cultural Plan.

The TCCC first awarded cultural grants in Tillamook County in 2006. Each year the TCCC receives increased funds from the Oregon Cultural Trust. The state of Oregon enacted legislation in 2002 (ORS 359.431) to become one of the first states in the nation to establish a cultural funding program, the Oregon Cultural Trust. The Trust, by statute, works to:

- Protect and stabilize Oregon cultural resources, creating a solid foundation for the future
- Expand public awareness of, quality of, access to, and use of culture in Oregon
- Ensure that Oregon cultural resources are strong and dynamic contributors to Oregon's communities and quality of life

Each year one-third of Trust monies go to County Cultural Coalitions. Coalitions, in turn, grant those funds to local cultural programs or projects. To learn more about the Trust, go to www.culturaltrust.org

ELIGIBILITY

Grant applicants must:

- Be an individual (s), a non-profit organization or a governmental organization
- Be a resident of Tillamook County, if an individual
- Maintain a registered headquarters in Tillamook County, if an organization
- NOT benefit only the organization's members or adherents
- NOT propagandize or directly influence elections or legislation
- NOT request monies for on-going operating funds

* If January 5th falls on a Sunday or a Monday, the grant is due on the following Tuesday (January 7th or January 6th)

Grant Proposal and Application Information Page 2

EVALUATION CRITERIA

Grant proposals must:

- Address at least one of the five priorities established by the TCCC plan.
- Identify and explain the need for this proposal.
- Benefit a wide audience in Tillamook County.
- Identify and describe the audience to be served.
- Identify plans to promote the project.
- Describe how the public will access the project once completed.
- Be clear, specific and identify planned results-what is expected to be accomplished.*
- Be specific in identifying the strategies to be used to get to the results. *
- Identify measurements by which you will know you have achieved targeted results. The TCCC Plan calls for two kinds of measurements: **quantitative benchmarks** and **qualitative indicators of success**.
- Identify the project manager, staff and lead volunteers including: names, qualifications, bios, time involved and role.
- Provide a detailed budget.
- Include a timetable with expected results or accomplishments.
- Include letters of support from at least three other organizations. Support can be in-kind, audience providers, financial or some other form of support to your specific project.

* See the TCCC Plan

RESULTS, STRATEGIES

Grant applicants need to be clear and specific about the results expected. While process is important, TCCC needs to know exactly what applicants expect to accomplish with grant funds. In describing the project, applicants will identify the strategies to be employed to accomplish the goals.

Sample Results. The XYZ Project will:

- produce two (one spring, one fall) all-school concerts that take place during school assemblies
- take the concerts to two other schools (one per school), and
- offer the concerts in two evening programs for parents and the community.

Sample Strategies. (There could be a lot more strategies on this one project.)

- The XYZ Project will engage 3 classes of students (about 60-75 students) to produce the concerts from beginning to end.
- The XYZ Project will engage two other schools and school district support to take the concerts to two different schools.

Grant Proposal and Application Information

Page 3

QUANTITATIVE BENCHMARKS, QUALITATIVE INDICATORS OF SUCCESS

Quantitative Benchmarks are measurements that can be counted.

For example:

- Number of students involved in producing the concerts
- Number of people involved in performing for the concerts
- Number of people at the school concert, number in the audience
- Number of school teachers and administrators who will work with, be contacted by students in the production of the concerts
- Number of people expected in the community concert audiences
- Number/effort for PR so that the community concerts are advertised

Qualitative Indicators of Success have to do with things we know have happened but are difficult to measure since they cannot be “counted.”

For example:

- How did participants feel?
- Was the experience positive?
- What did you learn?

The Oregon Cultural Trust and TCCC want to make sure that applicants and project managers keep in mind the targeted Qualitative Indicators of Success throughout the period of the project. Both the mid-project and final reports will describe the success of the project, in part, with Qualitative Indicators of Success.

TCCC APPLICATION PROCEDURES

- All applications must be presented in writing.
- Ten copies of the application must be received by the Tillamook County Pioneer Museum by January 5th. Only hard copies are accepted and must include:
 1. Cover sheet
 2. Budget form
 3. One page summary
 4. Three letters of support
 5. Supporting documentation *optional*

TCCC GRANT AWARDS and REPORTS

- Individual grant awards have ranged from \$600-\$4000.
- TCCC may withhold a portion of the grant funds until completion of the project.
- TCCC awards are made by January 31 each year
- Projects or programs will be completed by December 31.
- Ten copies of mid-project reports are delivered by July 31.
- Ten copies of final reports are delivered by January 31.

Tillamook County Cultural Coalition

Grant Application Eligibility Requirements

(Information only-Check list will be used by TCCC when reviewing grant requests)

Board Member Name:	Date:
Name of Grant Applicant:	
Title of Grant Application:	Amount requested:

MUST HAVE A ✓ IN YES COLUMN; need 10 YES ✓s

YES	NO	Are these items included...
		Grant application cover sheet
		Grant application budget sheet
		One page summary
		Does the grant application... <i>(from 1-page summary and/or optional supporting documentation)</i>
		Explain the NEED
		Describe the project
		Include a timetable
		Describe qualifications & experience of people involved
		Describe the audience who benefits
		Describe how project meets quantitative benchmarks with measurable numbers <i>(see pages 9-11)</i>
		Describe how project meets qualitative indicators of success <i>(see pages 9-11)</i>

MUST HAVE A ✓ IN THE YES COLUMN; need 3 ✓s

YES	NO	Are these items included...
		Support letter #1
		Support letter #2
		Support letter #3

MUST HAVE A ✓ IN THE YES COLUMN; need just 1 ✓

YES	NO	Is the applicant...
		An individual
		A non-profit organization
		A governmental organization

MUST HAVE A ✓ IN THE YES COLUMN; need just 1 ✓

YES	NO	Is the applicant...
		Is the applicant a resident of Tillamook County
		Is the regional headquarters of the applicant organization in Tillamook County

MUST HAVE A ✓ IN THE YES COLUMN; need just 1 ✓

YES	NO	Does the grant application address one or more priorities...
		EDUCATION—relates to cultural education in grades K-12 and the community at large
		COMMUNITY ARTS—relates to annual county-wide cultural event
		HERITAGE—relates to documenting history or restoration
		ENVIRONMENT—relates to open space/natural beauty/forest/salmon
		TRADITIONS—relates to local foods/traditional arts

MUST HAVE A ✓ IN THE NO COLUMN; need 3 ✓s

YES	NO	Does the grant application...
		Benefit an organization's members or adherents
		Propagandize or directly influence elections or legislation
		Provide ongoing operating funds

Tillamook County Cultural Coalition

Granting funds locally for the Oregon Cultural Trust

Tillamook County Pioneer Museum

2106 Second Street

Tillamook, OR 97141

Due January 5[†]--This packet (Grant Application Cover Sheet, Grant Application Budget Sheet, 1 page Summary, and Optional Documentation)

Grant Application Cover Sheet

Project Title	Date
Applicant/Organization	
Total Project Budget (form attached)	
<u>Requested Funds from TCCC</u>	
Dates of Project	Start End
Primary Purpose of Project: CIRCLE ONE ONLY	
Education	Community Arts Heritage Environment Traditions
Secondary Purpose(s): CIRCLE ALL THAT APPLY	
Education	Community Arts Heritage Environment Traditions
Contact Person/Title	
Mailing Address	
City	State Zip
Day Telephone	FAX
Organization Email	
Organization Website	
Federal Employer ID Number (EIN) or Social Security Number	
Project Manager/Title	
Project Manager Email	
Project Manager Phone	FAX
Three Letters of Support From:	
1)	
2)	
3)	

[†] If January 5th falls on a Sunday or Monday, the grant is due the following Tuesday (January 7th or January 6th)

Tillamook County Cultural Coalition c/o Pioneer Museum 2106 Second Street Tillamook, OR 97141 www.tcpm.org

This activity is supported by a grant from the Oregon Cultural Trust, investing in Oregon's Arts, Humanities and Heritage and by the Tillamook County Pioneer Museum.

Tillamook County Cultural Coalition
Grant Application Budget Sheet

Project Name		Date
Organization Name		
Contact Person		Telephone
EXPENSES	PROJECT BUDGET ONLY – Source/Description	AMOUNT
<i>Administrative Staff</i>		\$
<i>Other Personnel</i>		\$
<i>Contracted Services</i>		\$
<i>Facility Rental</i>		\$
<i>Materials/Supplies</i>		\$
<i>Equipment</i>		\$
<i>Capital Expenses (attach detail)</i>		\$
<i>Travel/Per Diem</i>		\$
<i>PR/Marketing</i>		\$
<i>Other--provide details</i>		\$
A.TOTAL EXPENSES		\$
REVENUE	DESCRIPTION or SOURCE	AMOUNT
<i>Admissions</i>		\$
<i>Memberships</i>		\$
<i>Fees for Services</i>		\$
<i>In kind</i>		\$
<i>Business/Corporate Support</i>		\$
<i>Foundation Support</i>		\$
<i>Individual Sponsor Support</i>		\$
<i>Government Support</i>		\$
<i>Other—provide details</i>		\$
Grant Amount Requested	Tillamook County Cultural Coalition	\$
B.TOTAL REVENUE	Line B must equal Line A	\$

*Tillamook County Cultural Coalition c/o Pioneer Museum 2106 Second Street Tillamook, OR 97141 www.tcpm.org
This activity is supported by a grant from the Oregon Cultural Trust, investing in Oregon's Arts, Humanities and Heritage
and by the Tillamook County Pioneer Museum.*

Tillamook County Cultural Coalition
Grant Application Summary
(one page limit /10 pt. font size or larger)

Tillamook County Cultural Coalition
Grant Application Optional Documentation

Supporting documentation could include items such as:

- *posters of past events*
- *programs*
- *print media articles*
- *photographs*
- *booklets/books*

Tillamook County Cultural Coalition
 Granting funds locally for the Oregon Cultural Trust

Mid-Year Report Due July 31
Please deliver or mail 10 copies to
 Tillamook County Pioneer Museum
 2106 Second Street
 Tillamook, OR 97141

Date		
Name of Project		
TCCC Funding Amount		
Name of Organization		
Mailing Address		
City	State	Zip
Organization Email		
Organization Website		
Contact Person/Reporting Individual		
Address (contact person)		
City	State	Zip
Day Telephone (contact person)		
Email (contact person)		

Create as many pages as needed to complete these topics:

- 1. Identify project goals and objectives**
- 2. Report activities to date**
- 3. Report expenditures to date**
- 4. Report changes in the budget**
- 5. Report issues affecting project**

The TCCC committee members thank you!
Tillamook County Cultural Coalition

Tillamook County Cultural Coalition c/o Pioneer Museum 2106 Second Street Tillamook, OR 97141 www.tcpm.org
 This activity is supported by a grant from the Oregon Cultural Trust, investing in Oregon's Arts, Humanities and Heritage
 and by the Tillamook County Pioneer Museum.

Granting funds locally for the Oregon Cultural Trust
Final Report Due January 31st

Please deliver or mail 10 copies to
 Tillamook County Pioneer Museum
 2106 Second Street
 Tillamook, OR 97141

Date		
Name of Project		
TCCC Funding Amount		
Name of Organization		
Mailing Address		
City	State	Zip
Organization Email		
Organization Website		
Contact Person/Reporting Individual		
Address (contact person)		
City	State	Zip
Day Telephone (contact person)		
Email (contact person)		

Create as many pages as needed to complete these topics:

A. Goals, Objectives, Timetable

- Compare actual results to project goals and objectives
- Compare actual timetable to project timetable

B. Staff

- Report on people involved in creating/delivering the project
- Who did what, any changes in personnel
- Identify qualifications and experience of people involved if different than original application

C. Audience

- Describe the audience that benefited (numbers and demographics)

Compare to original application projections

D. Quantitative Benchmarks

- Compare actual results to project benchmarks

E. Qualitative Indicators of Success

- Report results of response forms

F. Activities

- Compare actual results to projected activities
- Explain what worked and what did not work
- Explain when, why and how adjustments were made

G. Issues

- Explain issues affecting project

H. Budget

- Explain changes in the budget

The TCCC committee members thank you!