



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

GRANT GUIDELINES

Deadline for Applications: October 25, 2019 (EOD)

All required application materials must be submitted by e-mail
In one complete PDF document to the TCCC Chairperson at: **TillamookCCC@gmail.com**

BACKGROUND

The Tillamook County Cultural Coalition (TCCC) was formed and developed its cultural 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:

- Education
- Community Arts
- Heritage
- Environment
- Traditions

We encourage you to read the entire TCCC plan available on the Tillamook County Pioneer Museum website, Tillamook County Cultural Coalition tab, www.tcpm.org/tccc.htm.

The TCCC first awarded cultural grants in Tillamook County in 2006. Each year the TCCC receives 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 (organization must have a registered headquarters within Tillamook County).
- 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 otherwise attempt to directly influence elections or legislation.
- NOT request funds for on-going operations. TCCC funds may not be used to fund salaries, but funding may be available for project-specific contract positions.

EVALUATION CRITERIA

Grant proposals must:

- Address at least one of the five priorities established by the TCCC plan, if the plan addresses one or more of these priorities, it is likely to score better).
- Identify and explain the need for this proposal.
- Benefit a defined 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 project budget summary and budget detail (including in-kind and other funding sources).
- Include a timetable with expected results or accomplishments.
- Include letters of support from at least three other organizations, groups or individuals. The nature of the support should be clearly stated in the letter. These letters should demonstrate how this project will enhance and support the TCCC priorities and specific grant request.
- New: The TCCC logo provided must be used on any signage or print materials. Guidelines will be provided to grant recipients.
- Please review your applications carefully before sending. Incomplete applications will be disqualified.

* See the TCCC Cultural 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.

QUANTITATIVE BENCHMARKS, QUALITATIVE INDICATORS OF SUCCESS

Quantitative Benchmarks are measurements that can be counted.

For example:

- 10 students were involved in producing the concerts.
- 25 people were involved in performing the concerts.
- 600 people attended the school concert(s) across all performances.
- 6 school teachers and administrators will work with students in the production of the concerts.

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? Feedback and testimonials from participants
- Was the experience positive and why?
- What did you learn and what would you do differently?

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-Term Project Report and Final Project Report should describe the success of the project, in part, with quantitative and qualitative Indicators of Success.

TCCC APPLICATION PROCEDURES

- All applications must be presented in writing (one complete PDF)
- Please submit applications by close of business, **October 25, 2019 by e-mail** to the current TCCC Chairperson at: tillamookccc@gmail.com.

- Applications should be saved as one complete PDF and include:
 1. Cover sheet
 2. Budget form
 3. Budget detail
 4. Two page summary
 5. Three letters of support
 6. Supporting documentation is *optional*. Submit one hard copy of any supporting documentation to Tillamook County Pioneer Museum (Att: TCCC Grant Committee) by close of business, October 25th.
 7. You will be sent an email acknowledging the receipt of your application by Oct 26. Please ensure you follow up as well to confirm receipt. We are not responsible for lost or misdirected applications.

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 December 15 each year.
- Projects or programs will be completed by December 31 of the following year.
- Mid-project reports are sent via e-mail to the current TCCC Chairperson by July 31.
- Any unused funds must be returned by January 5. Contact the current TCCC Chairperson for information on returning these funds.
- Final reports are sent via e-mail to the current TCCC Chairperson by December 31.

TCCC IMPORTANT DATES

October 25, 2019 – Final complete grant applications due by e-mail. (one complete PDF)

October 26, 2019 – You will be sent an email from TCCC acknowledging receipt of your application by EOD October 26, 2019. Please ensure you reply to acknowledge and confirm receipt of it. TCCC is not responsible for lost or misdirected applications.

November 30, 2019 – Applications evaluated for award.

Mid-December 2019 – Successful grant applicants notified. Grant monies will be available January 2019. (note: all Grant Applicants will be notified whether they receive a grant award or not).

July 31, 2020 – Mid-year reports due by e-mail (Note: If your grant is funding for an event and the event has occurred prior to July 31, you may omit the Mid-year Report and submit the Final Report by July 31.)

December 31,2020 – Final reports due by e-mail.

January 5, 2021 – Unused funds returned to TCCC

Tillamook County Cultural Coalition - Grant Application Cover Sheet

Due October 25, 2019, by e-mail in one complete PDF: Grant Proposal Packet (Grant Application Cover Sheet, Grant Application Budget Sheet, Budget Detail, 2 page Summary) and 3 Letters of Support (on letterhead, if relevant).

Due October 25 in hard copy: 1 copy of any Optional Supplemental Documentation.

Project Title:	Date:
Applicant/Organization:	
Total Project Budget (form attached):	
Requested Funds from TCCC:	
Project Start Date:	Project End Date:
Primary Purpose of Project (select one): Education, Community Arts, Heritage, Environment, Tradition	
Secondary Purpose (select one): Education, Community Arts, Heritage, Environment, Traditions	
Contact Person/Title:	
Mailing Address:	
City :	State: Zip:
Day Telephone:	
Organization Email:	
Organization Website:	
Project Manager/Title:	
Project Manager Email:	
Project Manager Phone:	
Three Letters of Support From:	
1)	
2)	
3)	

Supplemental Materials (Optional)

Supporting documentation could include items such as posters of past events, programs, print media articles, photographs, and booklets/books. **Supplemental materials are to be submitted (1 copy only) to the Tillamook County Pioneer Museum, 2106 Second Street, Tillamook, OR 97141 no later than October 25, 2019.** Please provide a cover sheet for any supplemental materials you submit with the grant name, the organization or individual name, and a list of the supporting documentation you have included.



Tillamook County Cultural Coalition - Grant Application Budget Sheet:
Include all project funding sources.

Project Title:		*no operating costs or regular salaries
EXPENSES	PROJECT BUDGET ONLY –Source/Description	AMOUNT
Administrative Staff*		\$
Other Personnel		\$
Contracted Services		\$
Facility Rental		\$
Materials/Supplies		\$
Equipment		\$
Travel/Per Diem		\$
PR/Marketing		\$
Other- provide details		\$
A.TOTAL EXPENSES		\$
REVENUE	DESCRIPTION or SOURCE	AMOUNT
Admissions		\$
Memberships		\$
Fees for Services		\$
In kind		\$
Corporate Support		\$
Foundation Support		\$
Individual Sponsor Support		\$
Government Support		\$
Other—provide details		\$
Requested from TCCC		\$
B.TOTAL REVENUE	Line B must equal Line A	\$

Applicant		Date	
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Tillamook County Cultural Coalition - Grant Application Budget Detail

In addition to the Budget Summary Form, please include a narrative of project budget details here. Please Note: Both budget forms are required for your project to be considered. Do not include your organization's annual budget information.

For example – if someone (contract position only, not regular salaried employee) is being paid for services, indicate hourly rate and number of hours. If equipment is being purchased, provide actual quotes showing exactly what the equipment is and costs (with source included). Explain how equipment will be maintained, sustained, and upgraded to ensure the sustainability of the project (if appropriate). If materials are being purchased, provide a list of specific materials and associated cost information.

Budget details for this section are to show us specifically how the TCCC portion of your funding will be used.

Tillamook County Cultural Coalition: Grant Application Summary
(Two page limit) Proposals that are not submitted by e-mail will not be considered.

This proposal is being submitted by (check one):

- 0 Individual
- 0 Non-profit organization
- 0 Governmental organization

Describe the project and explain the need for this proposal (150 words or less)

Describe the audience to be served (50 words or less)

Identify planned results -- what is expected to be accomplished and what strategies will be used to get to the results. (100 words or less)

Identify **quantitative benchmarks** and **qualitative indicators** you will use to measure your success. (75 words or less)

Describe how the public will access the project once completed. (50 words or less)

Identify plans to promote the project. (100 words or less)

Identify the project manager, staff and lead volunteers including: names, qualifications, time involved and role. (100 words or less)

Include a timetable with expected results or accomplishments (50 words or less)