



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

**2024 TCCC GRANT GUIDELINES**

**Deadline for Applications: December 31, 2023 (5 pm Pacific)**

All required application materials must be submitted by email in one complete PDF document addressed to the TCCC Chair at: **tillamookccc@gmail.com**

**BACKGROUND**

The Tillamook County Cultural Coalition (TCCC) was formed, its cultural plan developed, and approved by the Oregon Cultural Trust in 2004. The TCCC uses funds from the Trust to grant monies to cultural programs in Tillamook County. The residents of Tillamook County set the following 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, [tcpm.org/tillamook-co-cultural-coalition](http://tcpm.org/tillamook-co-cultural-coalition).

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 Oregon's 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](http://www.culturaltrust.org).

## **ELIGIBILITY**

Grant applicants must:

- Be an individual(s), a nonprofit 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 otherwise attempt to directly influence elections or legislation.
- NOT request funds for ongoing 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 more than one of these priorities, it is likely to receive a better score.)
- 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 the specific grant request.
- 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: [www.tcpm.org/tillamook-co-cultural-coalition](http://www.tcpm.org/tillamook-co-cultural-coalition)

## **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 many 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 schoolteachers 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 in **one** complete PDF.
- Please submit applications by **5 pm Pacific on December 31, 2023** to the TCCC Chair at: [tillamookccc@gmail.com](mailto: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 (Attn: TCCC Grant Committee) by close of business, **December 31, 2023**.
  7. You will be sent an email acknowledging the receipt of your application by **January 15, 2024**, at the latest. Please ensure that you follow up as well to confirm receipt. We cannot be 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 award decisions will be made by **January 31, 2024**.
- Projects or programs will be completed by **December 31, 2024**.
- The Mid-Term Project Report is to be sent via email to the TCCC Chair at [tillamookccc@gmail.com](mailto:tillamookccc@gmail.com) by **July 31, 2024**.
- The Final Project Report is to be sent via email to the TCCC Chair at [tillamookccc@gmail.com](mailto:tillamookccc@gmail.com) by **January 15, 2025**.
- Any unused funds must be returned by **January 15, 2024**. Contact the current TCCC Chair at [tillamookccc@gmail.com](mailto:tillamookccc@gmail.com) for information on returning these funds.

### **TCCC IMPORTANT DATES**

- **December 31, 2023**—Final complete grant applications due by email (in one PDF).
- **By or before January 15, 2024**—You will be sent an email from TCCC acknowledging receipt of your application. Please ensure that you reply to acknowledge and confirm receipt of it. TCCC cannot be responsible for lost or misdirected applications.
- **January 2024**—Applications will be evaluated for awards.
- **January 31, 2024** —Successful 2024 grant applicants will be notified. All grant applicants will be notified whether or not they receive a grant award.
- **February 2024**—Grant monies will be available by mid-February 2024.
- **July 31, 2024**—Mid-Term Project Report due by email to the TCCC Chair at [tillamookccc@gmail.com](mailto:tillamookccc@gmail.com). (Note: If your grant consists of funding for an event and the event has occurred prior to July 31, you may omit the Mid-Term Project Report and submit only the Final Project Report by July 31.)
- **January 15, 2024**—Final Project Report due by email.
- **January 15, 2024**—Unused funds returned to TCCC

**Tillamook County Cultural Coalition—Grant Application Cover Sheet**

**Due December 31, 2023 (5 pm Pacific) by email 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)

**Optional Supplemental Documentation in hard copy due by close of business December 31, 2023**

<b>Project Title:</b>	<b>Date:</b>
Applicant/Organization:	
Total Project Budget (form attached):	
<b>Requested Funds from TCCC:</b>	
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 ATTN: TCCC, no later than close of business, December 31, 2023.** Please provide a cover sheet for any supplemental materials that you submit, with the grant name, the organization or individual name, and list of the supporting documentation you have included.



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

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

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 a 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 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 email will not be considered.**

This proposal is being submitted by (check one):

- Individual
- Nonprofit organization
- Governmental organization

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

Describe the audience to be served. (50 words or fewer)

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

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

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

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

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

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