



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

**Fiscal Year 2025 TCCC Grant Guidelines**  
**Application Deadline: [December 31, 2025](#) (5 pm Pacific)**

Application materials must be submitted in one pdf **by email** to [tillamookccc@gmail.com](mailto:tillamookccc@gmail.com)

***BACKGROUND***

In 2004, the Tillamook County Cultural Coalition (TCCC) was formed and its cultural plan developed, followed by the approval of the Oregon Cultural Trust (OCT). The TCCC uses the following priorities, identified by county residents, to select projects to receive funding:

- **EDUCATION:** Projects relating to cultural education in grades K-12 and the greater community.
- **COMMUNITY ARTS:** Projects relating to a county-wide cultural event.
- **HERITAGE:** Projects relating to documenting history or restoration.
- **ENVIRONMENT:** Projects relating to open space and natural beauty.
- **TRADITIONS:** Projects relating to traditional arts and food culture.

For further definitions of the priorities, see the [Tillamook County Cultural Coalition Plan](#).

The TC Cultural Coalition awarded its first cultural grants in 2005. 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. Annually one-third of Trust monies go to Oregon's county and tribal cultural coalitions. The 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). 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.

## **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.

Grant applicants must NOT:

- Benefit **only** the organization's members or adherents.
- Propagandize or otherwise attempt to directly influence elections or legislation.
- Request funds for ongoing operations. TCCC funds may not be used to fund salaries; however, 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](#).
- 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.
- Identify clear and specific expected 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 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 application carefully before submitting it. Incomplete applications will not be reviewed.

\*See the [TCCC Cultural Plan](#)

## **RESULTS & STRATEGIES**

Grant applicants need to be clear and specific about the results expected. While the 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 concerts 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 more 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 OCT and TCCC would like to ensure that applicants and project managers keep in mind the targeted indicators of success throughout the project. The final Year-End Report should describe success indicators, both quantitative and qualitative.

## **TCCC GRANT APPLICATION PROCEDURE**

- The application must be submitted in **one PDF** by email to the TCCC Board.
- Email application by **5 pm Pacific, December 31, 2025**, to Board at [TillamookCCC@gmail.com](mailto:TillamookCCC@gmail.com).
- When submitting, please rename the pdf with the organization name or project as the filename, for example: **2026 XYZ Project.pdf**, to help identify the applicant.
- Application should be saved as **a single PDF**, including the:
  1. Cover Sheet
  2. Budget Form
  3. Budget Details Narrative
  4. Project Summary (2-page limit)
  5. Three Letters of Support
- **Optional** hard copy supporting documentation may be submitted to the Tillamook County Pioneer Museum, 2106 2nd St, Tillamook, Attn: TCCC Grant Committee, by close of business, **December 31, 2025**.
- TCCC Board will email receipt of application in **mid-January 2026**. Applicants should follow up if TCCC email is not received. TCCC cannot be responsible for lost or misdirected applications.

## **TCCC GRANT AWARDS and REPORTS**

- Grant awards have ranged from \$600-\$4000.
- All applications, inquiries, and reports are to be submitted by email to the TCCC Board at [tillamookccc@gmail.com](mailto:tillamookccc@gmail.com).
- Grant award decisions and notifications will be made by **January 31, 2026**.
- In certain instances, a portion of the funds may be withheld until project completion.
- Projects are to be completed with all funds expended by **December 31, 2026**.
- Year-End Report is due by **January 15, 2027**.
- Unspent funds are to be returned to TCCC by **January 15, 2027**.

## **TCCC CALENDAR for Fiscal Year 2026**

- **December 31, 2025**—Grant application deadline
- **January 2026**—Application acknowledgements emailed
- **Mid-January 2026**—Board application review
- **January 31, 2026**—Grant funding notification
- **February 28, 2026**—Grant fund awards  
(Precise date dependent on distribution from Oregon Cultural Trust)
- **December 31, 2026**—Grant end
- **January 15, 2027**—Year-End Report & unspent funds due

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

Grant Application Packet Due **December 31, 2025** (5 pm Pacific) by email in one PDF

**Proposals must be submitted by email to be considered:**

1. Cover Sheet; 2. Budget Form; 3. Budget Detail Narrative;
4. Project Summary (2-page limit) 5. Letters of Support (Limit: 3)

Optional hard copy of supplemental documentation due by close of business **December 31, 2025**

<b>Project Title:</b>		<b>Date:</b>	
Applicant/Organization:			
Total Project Budget (Budget Sheet form is 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 Phone:			
Organization Email:			
Organization Website:			
Project Manager/Title:			
Project Manager Email:			
Project Manager Phone:			
Three Letters of Support From:			
1.			
2.			
3.			

**Supplemental Materials (Optional)**

Examples of supporting documentation are 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 ATTN: TCCC Board, by close of business, December 31, 2025.** Materials submitted must include a cover sheet with project name, organization/individual name, and list of items submitted.



**Tillamook County Cultural Coalition Grant Application—Budget Sheet**  
**To include all project funding sources**

<b>Project Title:</b>		
<b>EXPENSES</b>	<b>PROJECT BUDGET ONLY Source &amp; Description</b>	<b>AMOUNT</b>
Administrative Staff		\$
(No operating costs or regular employee salaries)		
Other Personnel		\$
Contracted Services		\$
Facility Rental		\$
Materials/Supplies		\$
Equipment		\$
Travel/Per Diem		\$
PR/Marketing		\$
Other: Provide details		\$
<b>A.TOTAL EXPENSES =</b>		\$
<hr/>		
<b>REVENUE</b>	<b>DESCRIPTION or SOURCE</b>	<b>AMOUNT</b>
Admissions		\$
Memberships		\$
Fees for Services		\$
In-Kind		\$
(I.e., Non-monetary contributions of goods or services provided by applicant)		
Corporate Support		\$
Foundation Support		\$
Individual Sponsor Support		\$
Government Support		\$
Other: Provide details		\$
<b>Funds Being Requested from TCCC</b>		\$
<b>*B.TOTAL REVENUE =</b>		\$
<i>*Line B must equal Line A</i>		

Applicant Signature	Date:
---------------------	-------

## ***Tillamook County Cultural Coalition Grant Application—Budget Narrative Detail***

**Please Note:** Both Budget Sheet and Budget Detail Narrative forms are required for application to be considered. Only the project budget is to be submitted; the organization's annual budget is not necessary.

Project budget narrative detail is to include items such as the examples below.

### **Examples:**

- If an individual (contract position only, not a regular salaried employee) is being paid for services, indicate hourly rate and number of hours.
- If the equipment is being purchased, provide quotes showing exactly what the equipment is and costs (with source and copy of invoice[s] 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 Narrative Details 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 must be submitted by email to be considered.**

Proposal submitted by (Select one; click a second time to uncheck):

- 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; be as specific as possible. (50 words or fewer)

Identify planned results: What is expected to be accomplished? What strategies will be used to obtain the results? (100 words or fewer)

Identify **quantitative benchmarks** (measurable) and **qualitative indicators** (success 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)