



Polk County Cultural Coalition (PCCC)

2012 Grant Application Guidelines

The mission of the Polk County Cultural Coalition is to encourage projects and activities in the arts, heritage, and humanities that relate to the priorities of the PCCC Plan.

Priorities:

- Protect existing cultural assets.
- Focus on young people; help them to experience a variety of cultural venues.
- Help overcome barriers to participation in cultural events and activities.

Funds for PCCC grants come from the Oregon Cultural Trust. Applications for PCCC grants do not disqualify an application to the Oregon Cultural Trust or other organizations.

Note: Please review the materials on the Oregon Cultural Trust website at www.culturaltrust.org and the Polk County Cultural Coalition website at www.polkwegotculture.org before applying.

Grant Awards

On October 15, 2011 PCCC will make the 2012 grant applications available for projects occurring between January 1, 2012 and December 31, 2012. Grant awards will range from \$200 to \$2,500 each. Applications must be **postmarked by December 1, 2011**. Applicants must provide matching resources, either in-kind or cash.

Eligibility

Applications will be accepted only for cultural projects and activities which **involve residents of Polk County**. Applicants must be designated 501(c)(3) non-profit organizations or be working with one. If you are not a 501(c)(3) organization, you must partner with one that is willing to handle the grant funds for you, i.e., a fiscal agent. Note that schools and cities, while non-profit, are not 501(c)(3) organizations and will require a fiscal agent to participate. Individuals must have a qualified fiscal agent/partner.

How to Apply

Applications will be accepted by mail only and must be **postmarked by December 1, 2011**. A completed application will include a Polk County Cultural Coalition Cover Sheet, along with the typed or legibly printed narrative and a copy of the fiscal agent's current IRS 501(c)(3) determination or affiliation letter. Ten (10) unbound, single sided copies of the application packet are required. Supplemental materials (references, letters, brochures, videos, etc.) may be submitted, but will not be returned.

Late applications will not be considered for funding in the primary grant cycle. These proposals and other proposals not submitted in the primary grant cycle may be considered for funding in a secondary grant cycle if funds remain.

Applications should be addressed to:

Polk County Cultural Coalition
PO Box 195
Monmouth OR 97361

Review Criteria

Applications will be evaluated based on how well the proposed project or activity addresses the priorities of the Polk County Cultural Plan. Collaboration with other agencies is encouraged. Projects must address at least one or more of the three priorities listed at the beginning of these guidelines. Projects must be completed within one year and may not begin until grant funds are received.

Review Process

Applications for funding will be reviewed by the Polk County Cultural Coalition Board beginning **December 9, 2011**. The Coalition will make a final determination of grant awards, and a decision will be announced shortly afterward. Funds will be distributed around **February 1, 2012**.

Final Report

Grant recipients must submit a final report to the Polk County Cultural Coalition within 30 days of project completion

If the project is not complete, a request for an extension, indicating reasons for the extension, must be sent.

Further Information

Questions concerning the application process should be directed to: info@polkwegotculture.org, in the subject line type **PCCC**.

(November 11, 2011)

Polk County Cultural Coalition
2012 Grant Application - Cover Sheet

Project Title:

Start date: _____ Completion date:

Applicant Organization Information

Is the Applicant Organization a 501(c)(3) organization? Yes No

Applicant Organization:

Address:

City: _____ State: _____ Zip Code:

Telephone: _____ email: _____ Website:

Authorized Official of Applicant Organization and Title

Signature of Authorized Official: _____

Date: _____

Fiscal Agent Information (applicable only if Applicant Organization is not a 501 (c)(3) organization)

Name of Fiscal Agent used for the project:

Address:

City: _____ State: _____ Zip Code:

Telephone: _____ email: _____ Website:

Authorized Official of fiscal agent and Title

Signature of Authorized Official: _____

Date: _____

Project Director Information

Project Director:

Address:

City: _____ State: _____ Zip Code:

Telephone: _____ Email:

Signature of Project Director: _____

Project Information

Total Project Budget:

\$ _____

PCCC Grant Request: \$ _____ Amount of Match:

\$ _____

Estimate of the number of people to be served if the project is funded _____

Instructions for Project Narrative:

Please limit narrative to three single-sided pages, double-spaced, 12-point type. If additional information is needed for review, a representative of the Polk County Cultural Coalition will contact you. Your narrative **must include the following, clearly identified sections.**

- A Proposed project or activity.** Describe it in detail and include anticipated timelines, location, target audience and participants, include a brief description of the organization or group responsible for the project and a statement of the organizational mission.
- B Relationship of project to Polk County Cultural Coalition priorities.**
- C Objectives of the proposed project or activity**
- D Method of measuring success of project or activity**
- E Project Budget.** Provide details about expenditures and the source of other funds, including cash and in-kind donations. If the grant will support an ongoing activity, explain how it will be funded in the future.

Project Submission:

Attach a copy of your organization's IRS determination letter indicating 501(c)(3) status or that of your fiscal agent/partner.

Mail ten (10) unbound copies of the complete application so that they are postmarked by December 1, 2011 to:

**Polk County Cultural Coalition
PO Box 195
Monmouth OR 97361**

Final Report:

A final project report must be submitted to the Cultural Coalition within 30 days of the specified completion of the project. The report must include:

1. A detailed accounting of the funds provided and expended
2. An evaluation of how the project met the stated objective
3. An enumeration of the number of participants
4. Signatures of the same or comparable representatives that signed the cover letter for the project application

If the project is not complete, a request for an extension, indicating reasons, must be sent.