Oregon Cultural Trust

FY2018 Cultural Development Grant Guidelines

To support activity occurring between August 1, 2017 and July 31, 2018
Grants Online: http://oregon.culturegrants.org

Deadline for Online Applications: 5pm, Friday, April 21, 2017

We envision an Oregon that champions and invests in creative expression and cultural exchange, driving innovation and opportunity for all. The mission of the Trust is to lead Oregon in cultivating, growing and valuing culture as an integral part of communities. We do this by inspiring Oregonians to invest in a permanent fund that provides annual grants to cultural organizations.

- Cultural Trust Board of Directors

Cultural Development Project Grants

Goals and Requirements

By statute [ORS 359.431] Cultural Development Project Grants must be used to:

- Address significant opportunities to advance, preserve or stabilize cultural resources;
- Invest in the development of new resources;
- Support proposals that have a broad cultural impact beyond the applicant itself; and
- Support proposals from applicants with culture as a priority within the mission of the organization.

Projects should achieve and support the Cultural Trust's vision and mission:

- Create an Oregon that champions and invests in creative expression and cultural exchange;
- Help drive innovation and opportunity for all;
- Cultivate, grow and value culture as an integral part of communities;
- Inspire Oregonians to invest in cultural nonprofits;
- Maximize visibility for the role of culture in our lives; and
- Strengthen collaboration and support within the statewide cultural network.

Grant Awards

Award Size

Cultural Development Grants generally range from $5,000 to $40,000; the maximum request amount is $50,000 for activities occurring from August 1, 2017 to July 31, 2018.

The Cultural Trust may not consider applications that exceed the maximum request amount.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 1 of 17

The Cultural Trust encourages organizations seeking grants under $5,000 to contact the County or Tribal Cultural Coalition in their area. Contact information for the Coalitions is available at www.culturaltrust.org/coalitions.

Application Categories
What do Cultural Development Grants fund?
Cultural Development Grants recognize and support significant cultural projects that preserve and enhance Oregon's diverse arts, history, heritage, preservation and humanities efforts.

The Cultural Development Grant program has four distinct categories. **Organizations may submit only one application to one category a year:**

1. **Access**: Projects that make culture broadly available to Oregonians *pg.8*
2. **Preservation**: Projects that invest in Oregon's cultural heritage by recovering, preserving and sharing historic assets and achievements *pg.10*
3. **Creativity**: Projects that create and/or present cultural or scholarly work; projects that support the development of artists, cultural experts or scholars who promote culture as a core part of vibrant communities *pg.12*
4. **Capacity**: Projects that strengthen cultural organizations to increase stability, improve sustainability and/or measure/share cultural impacts *pg.14*

Application Review Process
How does it work?
All submitted applications are reviewed for eligibility by staff. Staff will contact and provide an explanation if an organization or project is ineligible. Eligible applications are organized by the project categories and sent to panelists along with review instructions.

Panelist membership rotates each year, and each panel is comprised of several cultural professionals from across the state. Each panel is chaired by a Cultural Trust Board member.

Panels, one for each of the project categories, will evaluate and score eligible applications. The Cultural Trust staff will present funding recommendations based on panel evaluation, number of applications and available funds to the Cultural Trust board for final review and action. Applicants will be notified by mail of the Cultural Trust's action after the July board meeting.

Application Evaluation Criteria
How are applications evaluated?
Eligible Cultural Development applications are reviewed and scored by peer review panels. Each panel will evaluate eligible project applications based on the following criteria and the respective strength of the proposed project in:

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 2 of 17

1. Quality of project, and alignment with selected category;
2. Significance of project;
3. Community impact and public benefit;
4. Project evaluation; and
5. Organization and project management.

Who Can Apply?
Eligibility Requirements
The Cultural Trust seeks to support a wide range of cultural organizations and projects, making investments across the state. ORS 359.400 defines a "cultural organization" as one that is "organized primarily for the purpose of producing, promoting or presenting the arts, history, heritage and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources."

Applying organizations must be:
- Incorporated in the state of Oregon
- Provide services that take place within the state of Oregon
- Registered with the IRS for tax exemption under Section 501 (c) (3) of the Internal Revenue Code or
- a cultural entity within a federally recognized Indian Tribe based in Oregon
- Institutions of higher learning (universities and colleges) that have a significant cultural department.

Applicants must have current registration on the Cultural Trust's website as a Cultural Nonprofit. Instructions are available at the following link http://culturaltrust.org/resources/faq/.

Applications submitted through a fiscal sponsor are not eligible.

*Recipients of Cultural Development grants in two consecutive fiscal years are **not eligible** to apply for funds in the following fiscal year. As a result, organizations awarded a grant in both FY2016 and FY2017 are **not eligible** to apply for FY2018 funds and must wait until the FY2019 grant cycle.*

The Cultural Trust has final authority in determining eligibility. Applications found ineligible will be withdrawn from consideration. The Cultural Trust may require additional materials at any time during the review process or grant period.

Matching Requirement
One to One (1:1) Award Match
ORS 359.431 requires that Cultural Development Grant awards be matched at least 1:1 with earned, contributed or eligible in-kind support (for example, an application request for $5,000 must be matched by at least $5,000 for a minimum total project budget of $10,000). The most competitive applications indicate cash matches committed by other

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 3 of 17

funders or contributors. Questions about what qualifies as a match? Contact Trust Manager Aili Schreiner at aili.schreiner@oregon.gov or (503) 986-0089.

Applications that do not have at least a 1:1 match will not be considered for panel review or funding.

What We Don't Fund
The following are not eligible for Cultural Trust funding:
- Indirect costs not directly associated with the implementation of the project. Indirect costs are activities or services not directly related to the project such as operational expenses and salaries for staff not involved with the project. Direct costs are activities or services that support the specific project, e.g., salaries for project management, materials, marketing, etc.
- Scholarships or tuition assistance for college, university or other formal degree bearing courses of study;
- Projects that have been substantially completed by August 1, 2017, the start date of the grant period;
- Requests to offset previous project expenses and or deficits; and
- Events whose primary focus is to raise funds for a non-cultural cause.

Applications from institutions of higher learning (universities and colleges) must be for projects and activities that focus on, benefit and are open to the general public, who must form the significant portion of the total audience.

Additional Materials
Required application materials
Applicants will be asked to include with their Grants Online submission:
- Board of Director's roster with names and affiliations;
- Proof of IRS 501(c)(3) or tribal tax-exempt status (for first-time applicants only); and
- Board-approved financial statement from the most recently completed fiscal year, which includes a statement of revenues and expenses (operating statement) and a statement of assets and liabilities (balance sheet) as of March 31, 2017;
- Letters of commitment from relevant organizations if project is collaborative or coordinated with other organizations.

Submission Deadline
Friday, April 21st, 2017
All applications for Cultural Development Grants must be submitted in Grants Online no later than **5:00 pm on Friday, April 21, 2017** at http://oregon.culturegrants.org.

Late and/or incomplete applications (i.e. applications containing incorrect budget information, missing required documentation, etc.) will be deemed ineligible and will not be accepted.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 4 of 17

TO APPLY

All applications must be submitted through Grants Online at
http://oregon.culturegrants.org. You will be asked to provide narrative responses to a series of project and organizational questions. The online system will enforce a maximum character limit, indicated in parentheses.

A project budget is also required, whose form is available through Grants Online. The budget form is included in this guideline for reference. See pages 18 and 19.

Assistance
Applicant Resources

All grant applicants must review current application guidelines and use the online application system. Additional assistance is provided at statewide grant information workshops (Conversations with Funders) planned for February, 2017 (check www.culturaltrust.org for dates and locations).

Call the Trust at (503) 986-0089 with questions or to schedule time for a pre-application project or draft application review. Requests for assistance may be sent to Aili.Schreiner@oregon.gov.

We strongly urge you to request assistance before March 31, 2017, to ensure you have adequate time to incorporate feedback.

Cultural Trust staff will make every attempt to review and contact applicants after the deadline and prior to the panel if there is missing, incorrect, or incomplete information. However, due to the high volume and short timeline the Cultural Trust cannot assure applicants will be contacted.

FINAL REPORTS

All grant recipients must complete a final report online available in Grants Online (http://oregon.culturegrants.org). Final reports must be submitted **online** no later than **5:00 pm on Monday, September 3, 2018.**

All grantees are subject to periodic audit by the Oregon Cultural Trust and/or the State of Oregon and must retain fiscal records for a period of three (3) years following completion of the grant period. Organizations funded by the Cultural Trust in FY 2017 must fulfill final reporting requirements by September 1, 2017 to be eligible to apply for grant funding in FY 2018. Grant funds will be withheld until outstanding prior final evaluations have been completed, filed and approved by the Trust.

Appeal Process

The Oregon Cultural Trust recognizes that procedural errors may occur in the application process. The Cultural Trust is committed to acknowledging errors and responding to

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 5 of 17

rectify the effects of an error. Appeals may not be made on the basis of an applicant's disagreement with the advisory panel's assessment of application and how it met the review criteria. Disagreement with the judgment of the panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact the Cultural Trust Manager, Aili Schreiner (by phone (503) 986-0089 or email Aili.Schreiner@oregon.gov) for advice and guidance. Letters of appeal must be submitted to the Cultural Trust's Executive Director within 30 days of the panel meeting. Appeals are reviewed and acted on by the Cultural Trust Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Cultural Trust's Board, funds will be awarded only if they are available.

Organizations not meeting any of the eligibility as determined by staff are encouraged to discuss the decision with staff. Appeals concerning eligibility determination may be made. Letters of appeal must be submitted to the Cultural Trust's Executive Director within 15 days from the decision. Eligibility appeals are reviewed and acted on by a Cultural Trust committee.

All decisions made by the Oregon Cultural Trust board or committees are final.

Pending Status

Occasionally the Cultural Trust may put a grant on pending status if a project is preliminary awarded. Cultural Trust staff will contact the applicant on pending status and discuss the information that is needed in order to review and act.

Americans with Disabilities Act Statement of Non-discrimination
By submitting an application, the applicant agrees to comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

The Cultural Trust has adopted the following Accessibility Grievance Procedure:
If a person with a disability believes that a facility or program funded by the Oregon Cultural Trust is inaccessible, he or she is encouraged to communicate the grievance to the sponsoring organization. If an acceptable response is not received within two weeks, that individual may contact Oregon Arts Commission Assistant Director David Huff at david.huff@oregon.gov or 503-986-0086. The Oregon Arts Commission is one of the core statewide partners of the Oregon Cultural Trust.

Each grievance reported to the Oregon Cultural Trust will be handled on a case-by-case basis.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 6 of 17

Possible Oregon Cultural Trust actions include:

- Sending staff to assist the organization on issues of accessibility;
- Involving people with disabilities from the local community in an effort to increase the organization's accessibility;
- Requesting return of funds already granted for the current fiscal years; and
- Denying future grant requests.

In all cases, an organization with a pending grievance will be denied funding unless it can demonstrate to the Oregon Cultural Trust that it is working toward compliance with current accessibility standards.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 7 of 17

CULTURAL DEVELOPMENT GRANT CATEGORIES

Apply to the category that best aligns with the goals and intended outcomes of your project. For examples of previous awards by grant category visit https://goo.gl/Ajcxb3. Contact Trust Manager Aili Schreiner at Aili.Schreiner@oregon.gov or (503) 986-0089 with questions regarding grant categories.

ACCESS PROJECTS

Access projects make culture broadly available to Oregonians. Past project examples include public exhibits/artworks, new/increased access to cultural programming and outreach to new/underserved communities, among others. Each question with point values will be scored by peer review panelists based on how the project address the criteria. Total possible points: 100

Application Questions

Summary of Request *(150 characters with spaces)*
In one sentence provide a summary beginning with the words "To support…" For example: *"To support the presentation of a community developed exhibition to reach a new audience."*

Summary of Organization *(1,000 characters with spaces)*
State your organization's mission and briefly summarize your organization's programs and activities. How will the proposed project advance your mission? In what ways (if any) does your organization define and value equity in its work?

Summary of Project with Timeline *(1,000 characters with spaces)*
Describe the project in more detail. Include a clear project timeline with key benchmarks.

1. ### Significance of Project *(1,500 characters with spaces)*
   20 points

Briefly explain the significance of the project- why this project, now? What risks (if any) will the project pose, and how? How will it increase access to culture for Oregonians? How will the project remove existing barriers/constraints? How does the project align with the goals of the "Access" category? Please provide details.

2. ### Quality of Project *(1,500 characters with spaces)*
   20 points

What process informed the project approach? How is the project relevant to your community? Discuss the intended outcomes of the project. Provide the qualifications of key project leads. Please provide details.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 8 of 17

3. **Community Impact and Public Benefit** *(2,000 characters with spaces)*
   30 points
Describe the community this project is intended to reach and its needs. Who and how many will directly benefit (include population/geographic scope)? How will this project increase the impact and availability of culture in your community? Please provide details.

4. **Project Evaluation** *(1,500 characters with spaces)*
   20 points
Define the intended project outcomes (beyond mere project completion). Incorporate your answers from questions 1 -3. How and when will you measure project outcomes (refer to your project timeline). Who will evaluate the project's success and what indicators will they use? If successful, how will you build on your outcomes moving forward? Please provide details.

5. **Organization and Project Management** *(1,000 characters with spaces)*
   10 points
Has your organization successfully completed a similar project, or is this a pilot initiative? Briefly describe. Outline your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits?

Budget Requirements
All applicants must complete the online budget form with project expenses and revenue. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel. See pages 18 and 19.

Budget Narrative *(1,000 characters with spaces)*

> Use the budget narrative section to provide detailed information on your budget. What impact would Trust funding have on the project? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 9 of 17

PRESERVATION PROJECTS

Preservation projects invest in Oregon's cultural heritage by recovering, preserving and sharing historic assets and achievements. Past project examples include historic restoration/renovation, exhibits, digital and oral preservation/archive work, work with museum collections and historic research/publications, among others. Total possible points: 100

Application Questions

Summary of Request *(150 characters with spaces)*
This should be a single sentence beginning with the words "To support…" For example: *"To support the design and creation of a sustainable historic lighthouse garden for contextual and educational programing."*

Summary of Organization *(1,000 characters with spaces)*
State your organization's mission and briefly summarize your organization's programs and activities. How will the proposed project advance your mission? In what ways (if any) does your organization define and value equity in its work?

Summary of Project with Timeline *(1,000 characters with spaces)*
Describe the project in more detail. Include a clear project timeline with key benchmarks.

1. ### Significance of Project *(1,500 characters with spaces)*
   20 points

Briefly explain the significance of the project, why this project, now? What risks (if any) will the project pose, and how? Describe the significance of the project and its alignment with the "Preservation" category, including how the project advances cultural heritage by recovering, preserving and sharing historic assets and achievements. Describe plans to sustain or grow the project after the grant period.

2. ### Quality of Project *(1,500 characters with spaces)*
   20 points

What process informed the project approach? How is the project relevant to your community? Discuss the intended outcomes of the project. Provide the qualifications of key project leads. If this is a renovation or construction project, identify the proposed contractor and their qualifications and ability to carry out the project. Please provide details.

3. ### Community Impact and Public Benefit *(2,000 characters with spaces)*
   30 points

Describe the community this project is intended to reach and its needs. Who and how many will directly benefit (include population/geographic scope)? How will this project increase the impact and availability of Oregon's cultural heritage in your community? Please provide details.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 10 of 17

4. Project Evaluation *(1,500 characters with spaces)*
   20 points

Define the intended project outcomes (beyond mere project completion). Incorporate your answers from questions 1 -3. How and when will you measure project outcomes (refer to your project timeline). Who will evaluate the project's success and what indicators will they use? If successful, how will you build on your outcomes moving forward? Please provide details.

5. Organization and Project Management *(1,000 characters with spaces)*
   10 points

Has your organization successfully completed a similar project, or is this a pilot initiative? Briefly describe. Outline your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits?

Budget Requirements

All applicants must complete the online budget form with project expenses and revenue. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel. See pages 18 and 19.

Budget Narrative *(1,000 characters with spaces)*

> Use the budget narrative section to provide detailed information on your budget. What impact would Trust funding have on the project? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 11 of 17

CREATIVITY PROJECTS

Creativity projects create and/or present cultural or scholarly work; they support the development of artists, cultural experts or scholars who promote culture as a core part of vibrant communities. Past project examples include public exhibits, cultural residencies, cultural programming/productions/performances, commemorative works, scholarly research and publications, and special commissions to support emerging cultural leaders, among others. Total possible points: 100

Application Questions

Summary of Request *(150 characters with spaces)*
In one sentence provide a summary beginning with the words "To support…" For example: *"To support the residency of an artist and a humanities expert to develop a commemorative work to celebrate our organization's 30th anniversary."*

Summary of Organization *(1,000 characters with spaces)*
State your organization's mission and briefly summarize your organization's programs and activities. How will the proposed project advance your mission? In what ways (if any) does your organization define and value equity in its work?

Summary of Project with Timeline *(1,000 characters with spaces)*
Describe the project in more detail. Include a clear project timeline with key benchmarks.

1. ### Significance of Project *(1,500 characters with spaces)*
   20 points

Briefly explain the significance of the project- why this project, now? What risks (if any) will the project pose, and how? Who are the primary cultural experts, scholars and/or artistic leaders involved? How does the project align with the goals of the "Creativity" category? Please provide details.

2. ### Quality of Project *(1,500 characters with spaces)*
   20 points

What process informed the project approach? How is the project relevant to your community? Discuss the intended outcomes of the project. Provide the qualifications of key project leads. Please provide details.

3. ### Community Impact and Public Benefit *(2,000 characters with spaces)*
   30 points

Describe the community this project is intended to reach and its needs. Who and how many will directly benefit (include population/geographic scope)? How will this project increase the impact and availability of culture in your community? Please provide details.

4. ### Project Evaluation *(1,500 characters with spaces)*
   20 points

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 12 of 17

Define the intended project outcomes (beyond mere project completion). Incorporate your answers from questions 1 -3. How and when will you measure project outcomes (refer to your project timeline). Who will evaluate the project's success and what indicators will they use? If successful, how will you build on your outcomes moving forward? Please provide details.

6. **Organization and Project Management** *(1,000 characters with spaces)*
   10 points
Has your organization successfully completed a similar project, or is this a pilot initiative? Briefly describe. Outline your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits?

Budget Requirements
All applicants must complete the online budget form with project expenses and revenue. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel. See pages 18 and 19.

Budget Narrative (*1,000 characters with spaces*)

> Use the budget narrative section to provide detailed information on your budget. What impact would Trust funding have on the project? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 13 of 17

CAPACITY PROJECTS

Capacity projects strengthen cultural organizations through increased stability, improved sustainability, or by measuring/sharing/evaluating community cultural impact. Capacity projects include organizational or community cultural planning, new investments in organizational capacity (staffing, equipment, marketing, development, online resources, building infrastructure, etc.), and new investments for organizational sustainability, among others. Total possible points: 100

Application Questions

Summary of Request *(150 characters with spaces)*
In one sentence provide a summary beginning with the words "To support…" For example: "*To support a planning process to enable our organization to effectively respond to increased demand for our services and activities.*"

Summary of Organization *(1,000 characters with spaces)*
State your organization's mission and briefly summarize your organization's programs and activities. How will the proposed project advance your mission? In what ways (if any) does your organization define and value equity in its work?

Summary of Project with Timeline *(1,000 characters with spaces)*
Describe the project in more detail. Include a clear project timeline with key benchmarks.

1. **Significance of Project** *(1,500 characters with spaces)*
   20 points

Briefly explain the significance of the project- why this project, now? What risks (if any) will the project pose, and how? How will the project build your organization's capacity by increasing stability, improving sustainability, and/or developing a cultural impact process? How does this project align with the "Capacity" category? Please provide details.

2. **Quality of Project** *(1,500 characters with spaces)*
   20 points

What process informed the project approach? How is the project relevant to your organization's mission and strategic goals? Discuss the intended outcomes of the project. Provide the qualifications of key project leads. Please provide details.

3. **Community Impact and Public Benefit** *(2,000 characters with spaces)*
   30 points

Describe the community this project will ultimately serve, and how the project will help meet their needs. Who and how many will directly benefit (include population/geographic scope)? How will this project ultimately increase the impact and availability of culture in your community? If this is an organizational or community planning project, describe community outreach plans. Please provide details.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 14 of 17

4. Project Evaluation *(1,500 characters with spaces)*
   20 points

Define the intended project outcomes (beyond mere project completion). Incorporate your answers from questions 1 -3. How and when will you measure project outcomes (refer to your project timeline). Who will evaluate the project's success (internal or external to the organization) and what indicators will they use? If successful, how will you build on your outcomes moving forward? Please provide details.

5. Organization and Project Management *(1,000 characters with spaces)*
   10 points

Has your organization successfully completed a similar project, or is this a pilot initiative? Briefly describe. Outline your organization's general fiscal management, as well as project budget management. What systems are in place to identify and address budget changes including deficits?

Budget Requirements

All applicants must complete the online budget form with project expenses and revenue. Please use the online budget narrative section to provide detailed information on your budget that will clarify items for the review panel. See pages 18 and 19.

Budget Narrative *(1,000 characters with spaces)*

> Use the budget narrative section to provide detailed information on your budget. What impact would Trust funding have on the project? Should you receive partial funding from the Cultural Trust or other sources, is the project scalable?

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 15 of 17

Oregon Cultural Trust

FY2018 Cultural Development Grant Guidelines

To support activity occurring between August 1, 2017 and July 31, 2018
Grants Online: http://oregon.culturegrants.org

Instructions for online submission application

o   Applications must be submitted through Grants Online (GO!) no later than **5pm, Friday, April 21, 2017** at http://oregon.culturegrants.org.

o   Cut and paste plain text only into the online forms. Grants Online has added the option to right click (CTRL-Click if using a MAC) so that any text that is pasted will be stripped of formatting.

o   Add paragraph breaks after pasting text; it helps panelists to read your material. The online character count is activated by typing in the narrative field- pasting alone will not work. We recommend deleting something and adding it back if you want to check characters remaining. Because the character count feature varies from software to software, an answer may be cut off if the count is exceeded.

o   To avoid losing data, you must save every page in the online system before moving on to the next.

Upload the following required supplemental materials to your online application:

✓   Board of director's list with names and affiliations

✓   Board-approved financial statement or audit for last completed fiscal year and current balance sheet. Financial statements must include both an Operating Statement and a Balance Sheet.

✓   Other supporting material (e.g. strategic plans, press clippings, artist/scholar resumes) floor plans or site plans on 8" by 11" pages, images, short (no more than 1-2 minute) videos. Panelists value the chance to get to know your project!

✓   **First time applicants only**: IRS 501(c)(3) letter or proof of Tribal status (one copy)

✓   Applications requesting funds for **collaborative projects** must include letters from participating organizations outlining how they will collaborate in the work.

✓   Applications requesting funds to support **activities in, or in partnership with, K-12 schools** must include a letter of support from participating school(s) that indicates their role in activity planning and anticipated participation.

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088 (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 16 of 17

To complete the application, you must press **"SUBMIT."** You will receive a "pop-up" message confirming submission of the grant. If you do not receive a follow-up email from the system within 30 minutes, and have checked your spam filter, contact our office for assistance at 503.986.0088.

Do not submit any additional supplemental materials by mail.

Contact for Cultural Development Grants:
Aili Schreiner
Trust Manager
Oregon Cultural Trust
775 Summer St NE, Ste. 200
Salem, OR 97301
(503) 986-0089
Aili.Schreiner@oregon.gov

Contact for Grants Online:
Aisha McCoy
Office Manager
Oregon Cultural Trust
775 Summer St NE, Ste. 200
Salem, OR 97301
(503) 986-0259
Aisha.McCoy@oregon.gov

Oregon Cultural Trust   775 Summer Street NE   Salem, OR 97301-1280
(503) 986-0088   (503) 986-0260 fax   cultural.trust@oregon.gov   www.culturaltrust.org

Page 17 of 17

Oregon Cultural Trust
FY18 Cultural Development Grants
Budget Form

EXPENSES	Description	Expense (Cash)	In-Kind Expense	Total Project Expense
Only list direct expenses				
Staff - Administration				
Staff - Project Specific				
Contracted Services - Cultural Services				
Contracted Services -Other				
Space/Facility Costs				
Materials/Supplies				
Equipment				
Travel/Per Diem				
Marketing and Promotion				
Other				
Other				
A. Total Expenses		$	$	$

REVENUE	Status	Revenue	In-Kind Revenue	Total Project Revenue
	Planned, Pending or Confirmed			
Earned Revenue (Admissions, Memberships, Fees for Services)				
Corporate Support (source)				
1				
2				
3				
subtotal				
Foundation Support (source)				
1				
2				
3				
subtotal				
Individual/Community Support				
1				
2				
3				
subtotal				
Government Support				
City				
County				
State				
Federal				
subtotal				
Applicant Cash - Allocated to the Project				
Grant Request	Cultural Trust Request >	$		
B. Total Revenue		$	$	$
			Line A must = Line B	$

Oregon Cultural Trust
Cultural Development Grant
FY18 Project *Sample Budget*

EXPENSES	Description	Expense (Cash)	In-Kind Expense	Total Project Expense
Only list direct expenses				
Staff - Administration	Project Administrative fees (10%)	$2,813.48		$2,813.48
Staff - Project Specific	Project Manager (240 hrs @ $25/hr = $6,000); Volunteer event staff (80 hours @$23.56/hour (Independent Sector)= $1,884.80)	$6,000	$1,884.80	$7,884.80
Contracted Services - Cultural Services	Traditional Artist/Storyteller (event fees $350 x 10)	$3,500		$3,500.00
Contracted Services -Other	Videographer ($2,500)	$2,500		$2,500.00
Space/Facility Costs	Event Space ($1,500 value donated)		$1,500	$1,500.00
Materials/Supplies	Art supplies for 250 participants ($15/each)	$3,750		$3,750.00
Equipment				
Travel/Per Diem	Artist travel per diem ($125/each)	$1,250		$1,250.00
Marketing and Promotion	Poster design & production ($1,000 value donated), local media buys ($1,000)	$1,000	$1,000	$2,000.00
Other - Traditional artist supplies	Materials collected by artists ($250 value donated)		$250	$250.00
Other -Event Catering	($22/person x 250 = $5,500); $2,000 value donated	$3,500	$2,000	$5,500.00
A. Total Expenses		$24,313.48	$6,634.80	$30,948.28

REVENUE	Status	Revenue	In-Kind Revenue	Total Project Revenue
	Planned, Pending or Confirmed			
Earned Revenue (Admissions, Memberships, Fees for Services) $10 Event Admission Fee x 250 Attendees = $2,500	planned	$2,500		$2,500.00
Corporate Support (source)				
1) Media Sponsorship	confirmed		$1,000	$1,000.00
2) Corporate Event Sponsorship	confirmed	$1,500		$1,500.00
3) Catering Donation	confirmed		$2,000	$2,000.00
subtotal		$4,000	$3,000.00	$7,000.00
Foundation Support (source)				
1) Foundation A	confirmed	$3,250		$3,250.00
2) Foundation B	pending	$2,500		$2,500.00
3) Foundation C	pending	$1,500		$1,500.00
subtotal		$7,250		$7,250.00
Individual/Community Support				
1) Volunteer Hours valued at $1,884.80	confirmed		$1,884.80	$1,884.80
2) Event Fundraiser for local donors	planned	$1,000		$1,000.00
3) Artist materials valued at $250			$250	$250.00
subtotal		$1,000.00	$2,134.80	$3,134.80
Government Support				
City- Event Space valued at $1,500	confirmed		$1,500	$1,500.00
County- County Coalition Grant	pending	$500		$500.00
State-				
Federal-				$0.00
subtotal		$500	$1,500	$2,000.00
Applicant Cash - Allocated to the Project	confirmed	$1,563.48		$1,563.48
Grant Request	Cultural Trust Request >	$10,000		10,000.00
B. Total Revenue		$24,313	$6,634.80	30,948.28
			Line A must = Line B	$30,948.28