



Oregon Cultural Trust

2018 Organizational
& Professional Development

Grant Program Guidelines & Application

Rolling Deadline April 2, 2018-June 15, 2018
Supporting activity taking place between July 1, 2018 and June 30, 2019

This grant program is supported by the Oregon Cultural Trust and the Cultural Trust Partners.

This program has two categories:
Organizational Development - maximum request \$2,000
Professional Development - maximum request \$750

The Organizational & Professional Development Grant Program is an opportunity available to cultural nonprofits in Oregon as well as Cultural Trust County and Tribal Cultural Coalitions and their members. Applying organizations must have an annual operating budget of under \$1 million.

OVERVIEW

The Organizational & Professional Development Grant is a pilot program, currently funded for 12 months (beginning April 2, 2018). The program was developed by the Cultural Trust Partners. The purpose of the program is to strengthen cultural non-profit leadership and organizational effectiveness to better serve Oregon's cultural community. An evaluation of the program's effectiveness will determine future funding. This pilot program is focused on cultural organizations and coalitions with operating budgets under \$1 million to provide access to development opportunities not otherwise available.

Applications are accepted beginning April 2, 2018, for projects beginning July 1, 2018. The pilot year for grant activity is July 1, 2018, to June 30, 2019; all Cultural Trust funds must be expended during this period. Applicants will be notified of the Cultural Trust's decision within 30 days of receipt of the application. The Cultural Trust reserves the right to request further information from applicants before making funding decisions.

AVAILABILITY OF FUNDS

All eligible applications will be funded until pilot year funds are depleted. Applicants will be notified when funds are no longer available. The Oregon Trust web site will announce when all funding has been expended.

All decisions made by the Cultural Trust are final.

ELIGIBILITY

Applicants must be staff members (full or part time) of organizations that meet the following eligibility criteria or County/Tribal Cultural Coalition members:

A cultural nonprofit registered on the Cultural Trust website which is:

a recognized 501(c)(3) organization by the IRS and

current with all grant reporting requirements to the Cultural Trust and its funding partners or

A County/Tribal Cultural Coalition, current with all grant reporting requirements.

APPLICATION CATEGORIES

Organizational Development

This category supports organizational development with a maximum award of \$2,000 for capacity building through **professional consultation and/or facilitation projects**.

Organizational Development Projects may include:

- Strategic planning
- Organizational branding/marketing
- Board development
- Audience development or marketing
- Fundraising
- Evaluating and planning to make facilities, programs and staff accessible to individuals with disabilities
- Financial management
- Executive development
- Transition planning

Requests of up to \$2,000 may be submitted after April 2, 2018. Grant awards are limited to \$2,000 per project and one award per organization in the grant period, until available pilot year funds are depleted.

Subsequent applications may be made for follow-up activities or additional consultation in the following grant cycle, should this program be extended.

Funds may not be used for:

- Salaries for existing full or part-time staff of the applicant organization,
- Programming and production expenses, or
- Reimbursement of completed projects or activities.

Professional Development

This category supports professional development for key leaders of cultural nonprofit organizations and Cultural Coalitions in the professional development categories listed below.

A maximum of \$750 per opportunity may be requested. An organization or Coalition may submit and receive up to two grants per during the pilot year in this category. Organizations are eligible to submit up to two requests per application cycle, however in general organizations may not receive more than a total of \$750 from this category per cycle.

Professional Development projects may include:

- Travel, lodging and registration fees for relevant conferences.

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- Learning opportunities (seminars, workshops, courses) that enhance the knowledge, ability and contribution of an employee's work in a cultural non-profit or County Cultural Coalition

Grant payments will only be made to an organization/Coalition, not to an individual participant in the professional development program. Supported opportunities must be concluded by the end of the grant activity period.

Applications for professional development opportunities must be submitted no fewer than 45 days prior to the opportunity.

Funds may not be used for:

- Salaries
- Stipends for artists or contractors,
- Printing of marketing materials,
- Programming or
- Production expenses, or
- Degree-bearing educational programs.

APPLICATION PROCESS:

1. Complete the application PDF
2. Organizational Development request must submit the proposed consultant's bio or resume and short work plan including timeline.
3. Professional Development requests must include a letter of support from organization's governing leadership (executive director or board chair).
4. Email the completed application and required materials to
Aili Schreiner, Oregon Cultural Trust Manager
Aili.Schreiner@Oregon.Gov
5. Cultural Trust staff will review the application and materials and make a determination. Staff may request additional information. Staff will notify the applicant within 30 days of receiving the application of the decision.

Questions:

- Aili Schreiner, Oregon Cultural Trust, Aili.Schreiner@Oregon.Gov

Final Reports:

Grant recipients must submit a final grant report within 30 days of project completion. Failure to do so may result in loss of Cultural Trust funding eligibility in subsequent years. Projects must be completed by the end of the grant activity period.



Oregon Cultural Trust Organizational & Professional Development Grant Application

Applicant Information

Project Contact Name:				
Address:				
City		Oregon	Zip	
Telephone				
Email				

Organization Name (Fiscal Sponsors accepted only for County Cultural Coalitions):

Federal Tax Identification Number	
Executive Director or Board Leadership Name	
Title	
Email Address	
Web Address	

Project Information

Project Title	
Total Budget for this Project/Activity	
Grant Amount Requested	
Which category are you applying to	<input type="checkbox"/> Organizational Development <input type="checkbox"/> Professional Development
Briefly describe the project (maximum 150 words)	

- If you are applying to the Organizational Development category, identify the consultant/facilitator (attach bio).
- If you are applying to the Professional Development category, identify the conference or seminar/workshop/course you are attending (include link, if available).

Seminar Workshop	
Link	

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1. How will implementation of the project strengthen your organization and its service to the cultural community of Oregon? (Maximum 250 words)

2. How was it determined that this project was needed?

3. How will you determine if the project has been effective in improving your organization's service? (Maximum 250 words)

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Organization & Professional Proposed Project Budget Form

EXPENSES <i>Only list direct expenses</i>		Description	Expense
1	Project Consultant/Trainer		
2	Tuition/Conference Registration		
3	Contracted Services		
4	Materials/Supplies		
5	Materials/Supplies		
6	Materials/Supplies		
7	Project Evaluation		
8	Travel		
9	Per Diem and Lodging		
10	Other		
11	A. Total Expenses		
REVENUE <i>Indicate if planned, pending or confirmed</i>		Description	Revenue
12	Applicant (Organization Cash)		
13	Business/Corporate Support (source)		
14			
15	Foundation Support (source)		
16			
17	County Cultural Coalition Grant		
18	Individual/Community Support		
19	Other Government Support		
20	City		
21	County		
22	State		
23	Tribal		
24	Other		
25	Grant Amount Requested		
26	B. Total Revenue		
Projected Total Expense (A) and Revenue (B) must be equal			
IN-KIND (noncash contributions and expenses)			
27	In-Kind Support		
28	In-Kind Expenses		

Note: Please provide a budget for the **project only**, not the operating budget of the organization.

Budget Narrative

Use this opportunity to clarify line items or provide pertinent details about the project budget - grants awarded, grants proposed or pending, type of significant in-kind donations, special rates or agreements

The application must be accompanied by a letter of support from the sponsoring organization's key executive or board leadership indicating knowledge of the activity and expressing a willingness to receive and manage the project funds.

If awarded funds, a final report must be submitted within 30 days of the completion of the project.

Authorization

The undersigned certifies that they are authorized to represent the organization applying for a grant and that the information contained in this application is accurate.

The undersigned agrees that if a grant is awarded to the organization:

(1) The grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose.

(2) Information about the organization, project and outcomes of the grant may be used by the Oregon Cultural Trust

Signature of Applicant

Title	
Date	

(For Cultural Coalitions only):

If fiscal sponsorship provided by a separate organization

Signature of Sponsoring Organization Representative

Title	
Date	

Submitting Grant Application

Please submit the application, required additional materials via email to

ATTN: Aili Schreiner, Manager

Oregon Cultural Trust

Aili.Schriener@Oregon.Gov