



Cultural Development Grant: Program Orientation

Welcome!

Aili Schreiner, Cultural Trust Manager

Questions?

Use the chat feature in Zoom or just chime in

Please mute mics unless speaking

Always consult the program guidelines at
www.culturaltrust.org/grants/how-to-apply



Cultural Development Grant: Program Orientation

Today's session will familiarize you with the [Cultural Development Program](#) and the [online application](#) platform to make your work as an applicant as simple as possible.

In this orientation we will learn more about:

- Oregon Cultural Trust
- Diversity, Equity and Inclusion
- Cultural Development Program Overview
- Eligibility requirements
- Selecting your category: Access, Preservation, Creativity or Capacity
- Qualities of a strong proposal
- Review Criteria
- Project Budget Form
- Application submission checklist
- Online application platform
- Key Dates



Oregon Cultural Trust Overview

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.

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

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

Every grant dollar is made possible by Oregonians who contribute to cultural nonprofits and make a matching (tax credit) gift to the Cultural Trust!



Diversity, Equity, Inclusion

State of Oregon's Definition of Diversity, Equity, Inclusion

Diversity is the appreciation and prioritization of different backgrounds, identities, and experiences collectively and as individuals. It emphasizes the need for representation of communities that are systemically underrepresented and under-resourced. These differences are strengths that maximize the state's competitive advantage through innovation, effectiveness, and adaptability.

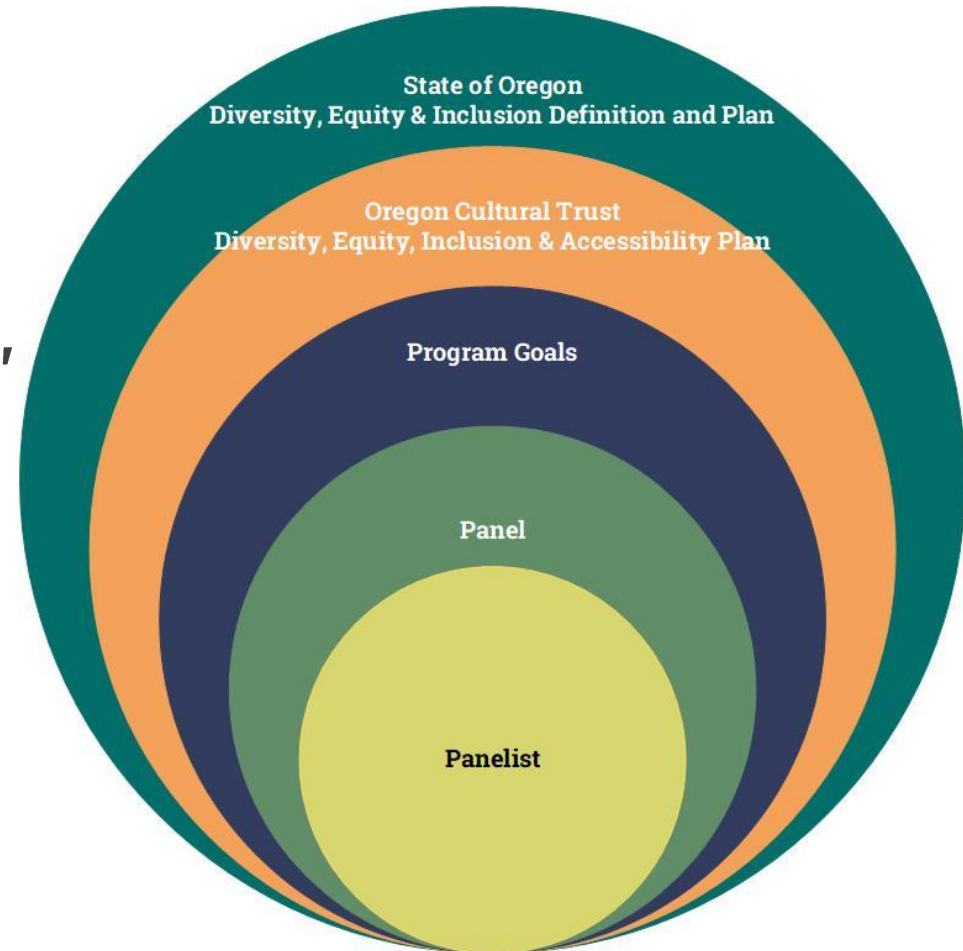
Equity acknowledges that not all people, or all communities, are starting from the same place due to historic and current systems of oppression. Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes. Equity actionably empowers communities most impacted by systemic oppression and requires the redistribution of resources, power, and opportunity to those communities.

Inclusion is a state of belonging when persons of different backgrounds, experiences, and identities are valued, integrated, and welcomed equitably as decision makers, collaborators, and colleagues. Ultimately, inclusion is the environment that organizations create to allow these differences to thrive.



Express, Celebrate, Pass On

The Oregon Cultural Trust supports a future where Oregonians express, celebrate, and pass on the diverse lived experiences of their cultures and histories in ways significant to them.





Cultural Development Grants

Purpose:

The Cultural Development Grant program provides competitive, annual, matching funding (range \$5,000 - \$40,000) for projects undertaken by Oregon's cultural nonprofits during the grant period (Sept 1 - Aug 31) that achieve and support the Cultural Trust's vision and mission to:

- 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.



Program Guidelines

<https://culturaltrust.org/grants/how-to-apply/>

READ!

The guidelines cover:

- ✓ Awards
- ✓ Categories
- ✓ Eligibility Requirements
- ✓ Matching Requirements
- ✓ Application Process
- ✓ Attachment Checklist
- ✓ Contacts for Assistance
- ✓ Budget Form



**Oregon Cultural Trust
FY2025 Cultural Development
Grant Guidelines**

To support activity occurring between
September 1, 2024, and August 31, 2025

Application Deadline:
5 pm Wednesday, May 8, 2024

The Cultural Trust envisions an Oregon that champions and invests in creative expression and cultural exchange, driving innovation and opportunity for all. The mission of the Cultural 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 Development grants are annual funding opportunities for eligible cultural nonprofits undertaking public projects in Oregon. Awards between \$5,000 and \$40,000 are available for cultural projects taking place between September 1, 2024 and August 31, 2025.

These guidelines are intended to assist cultural nonprofits in successfully submitting applications for funding consideration.

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✓ Application Questions.....	pg. 10

Questions? Please contact Aili Schreiner at (503) 428-0963 for programmatic questions or Kat Bell (971) 304-5044 for technical assistance. Para asistencia en español, llame al 971-345-1641.



Who Can Apply?

501 c 3 cultural nonprofits

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.” Organizations using a fiscal sponsorship are not eligible to apply.

At the time of the application deadline, all applicant organizations must:

- Have active registration with the State of Oregon for corporate, non-profit status and
- Provide services that take place within the state of Oregon and
- Have current IRS 501(c)(3) federal tax-exempt status or
- Be a cultural entity within a federally recognized Indian Tribe based in Oregon or
- Be an institution of higher learning (universities and colleges) that has a significant cultural program or cultural organization



Cultural Development Grants

Purpose:

The Cultural Development Grant program has four distinct categories. Organizations may submit one application to one category per cycle. Any organization, regardless of sector, could apply under any category depending on the nature of their project. Selecting the appropriate category correlates to each application's competitiveness:

1. **Access:** Projects that make culture broadly available to Oregonians by removing barriers to opportunities.
2. **Preservation:** Projects that invest in Oregon's cultural heritage by recovering, preserving and sharing historic assets and achievements.
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.
4. **Capacity:** Projects that strengthen cultural organizations by increasing stability, improving sustainability and/or by measuring/sharing cultural impacts. One-time, strategic investments.



Qualities of a Strong Application

Trust staff will review all applications for eligibility. General qualities of a strong application to consider while reviewing and scoring applications:

1. Strong and clear alignment of Trust mission, application category, and applicant project goals
2. Quality of project and impact on community are clear and compelling
3. Outcomes of project are named and have a plan for evaluation
4. Qualified project staff/management
5. Appropriate budget and financial management systems



Review Criteria

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:

1. Summary of Project & Request from Trust: *Information only*
2. Summary of Organization and Community Served: *Information only*
3. Significance and Quality of Project: *30 points*
4. Community Impact and Public Benefit: *30 points*
5. Project Management and Evaluation: *30 points*
6. Budget Narrative: *10 points*



Assessment Rubrics

Applicants are advised to use the descriptive qualities to assign a score for each application section. Panelists are advised to use the same descriptive qualities to assign a score for each application section.

A rubric is a type of scoring guide that assesses and articulates specific components and expectations for an application. Rubrics facilitate peer-review by setting evaluation standards.

Rubrics help panelists:

- ❑ Assess applications consistently from applicant-to-applicant
- ❑ Save review time
- ❑ Clarify expectations and components of an application for both applicants and panelists.
- ❑ Refine review methods by evaluating rubric results

Rubrics help applicants:

- ❑ Understand how their application will be evaluated
- ❑ Understand expectations and components of an application
- ❑ Become more aware of their application development and alignment with stated program goals



Project Budget Form

Fillable PDF found on Trust website:

<https://culturaltrust.org/grants/how-to-apply/>

CULTURAL DEVELOPMENT PROGRAM

Please review the comprehensive program guidelines posted below.

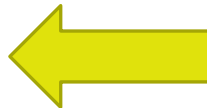
Cultural Development Program applications are reviewed and scored by individuals chosen for their diverse cultural expertise and geographic, ethnic and gender diversity. Please use this [PANEL INTEREST FORM](#) to nominate yourself or another individual to serve as a Cultural Trust grant review panelist.

The FY2025 application cycle will open in early 2024, with applications due by **5 pm Wednesday, May 8, 2024**. Funding decisions will be made at the summer 2024 Cultural Trust Board of Directors meeting.

Interested in learning more about the Cultural Development grant program? Register for a free, virtual webinar scheduled for **April 10, 2024, from 4-5 pm**. [REGISTER HERE](#).

Cultural Development Grant Resources:

- [FY2025 Cultural Development Grant Guidelines](#)
- [FY2025 Cultural Development application Budget Form- required](#)





Project Budget Form: Expenses

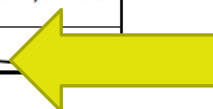
Oregon Cultural Trust: FY25 Cultural Development Project Budget Template		
Name of Organization:		<i>Please save this form in a place where you can find it. Upload your completed project budget template as an attachment to your grant application.</i>
Project Date Range:		
PROJECT EXPENSES	Description	Total Expenses
Staff Time		\$
Contracted Services		\$
Space/Facility Costs		\$
Materials/Supplies		\$
Equipment		\$
Travel/Per Diem		\$
Marketing and Promotion		\$
Other Project Expenses		\$
Other Project Expenses		\$
Other Project Expenses		\$
Other Project Expenses		\$
TOTAL EXPENSES (ALL SOURCES)		\$ 0





Project Budget Form: Revenue

PROJECT REVENUE	Description	Total Revenue	Indicate Status: Planned, Pending or Confirmed
Donations/Contributions		\$	
Grants (public or private)		\$	
Grants		\$	
Grants		\$	
Grants		\$	
Grants		\$	
Earned Revenue (admissions/memberships/fees for services)		\$	
Earned Revenue		\$	
Earned Revenue		\$	
Earned Revenue		\$	
Earned Revenue		\$	
Sponsorships		\$	
Sponsorships		\$	
Sponsorships		\$	
Sponsorships		\$	
Applicant Cash		\$	
Cultural Development Grant Request		\$	<i>Requests to the Cultural Trust cannot exceed 50% of your total project budget.</i>
TOTAL REVENUES (ALL SOURCES)		\$ 0	





Project Budget Form: In Kind

TOTAL PROJECT EXPENSES		\$ 0	Note: Expenses and Revenue must equal; please submit a balanced budget plan.
TOTAL PROJECT REVENUE		\$ 0	
IN-KIND	Description	Total In-Kind	Indicate Status: Planned, Pending or Confirmed
In-kind Goods: (materials or products that have been		\$	
In-kind Services: (volunteers*, pro bono professional services, etc.)		\$	
TOTAL IN-KIND		\$ 0	
*Volunteer hours may be calculated at the national standard of \$29.95 (https://independentsector.org/resource/value-of-volunteer-time/)			
Please make certain to put your organization name and project start date at the top of the page.			
Questions? Contact Aili at (503) 428-0963 or aili.schreiner@biz.oregon.gov			



Application Submission Checklist

- ❑ FY25 Cultural Development Budget Template
- ❑ Most recently completed fiscal year **Profit & Loss Statement** and current **Balance Sheet**.
- ❑ **Other supporting material** (e.g. strategic plans, press clippings, artist/scholar resumes) floor plans or site plans on 8 1/2" by 11" pages, images, short (no more than 1-2 minute) videos.
- ❑ Applications requesting funds for collaborative projects must include **letters of commitment** 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.
- ❑ **First time applicants only:** IRS 501(c)(3) letter or proof of Tribal status



Online Application

<https://culturaltrust.org/grants/how-to-apply/>



➡ ONLINE APPLICATION

Grant Portal Login: [FY2025 Cultural Development Application](#)

NOTE: The Cultural Trust highly recommends starting and completing your application in one session. Please have ready all application content and materials prior to starting your application. We regret any inconvenience this may cause.

Should you encounter any technical issues, contact Kat Bell at kat.bell@biz.oregon.gov or (503) 986-0082



Online Account: one per organization



Welcome to the Oregon Arts Commission and Oregon
Cultural Trust Grants Portal

Login

Username

Password

Login

[Forgot Your Password?](#) | [Create an Account](#)

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contact Kat Bell at kat.bell@biz.oregon.gov or (503) 986-0082

Web-browser to use:



Google Chrome





Select Application

Your dashboard



Search...

SEARCH



GARRET R... ▾

HOME AVAILABLE GRANTS MY APPLICATIONS FAQ/WALKTHROUGH



WELCOME!

Getting Started

New Applicants

1. Click on the Available Grants tab.
2. Select the grant you wish to apply for.
3. Review the grant guidelines.
4. When you are ready to apply click the Apply Now button in the upper right.

Returning Applicants (to continue existing application)

1. Click on your application from the list above or from the My Application tab.
2. Continue filling out your application.

Returning Applicants (to submit Final Report)

1. Click on the My Applications tab.
2. Click on the link to Continue Application.
3. Fill out your Final Report and click submit.

Questions? Comments?

If you have any questions or comments, contact **Kat Bell, Grants Coordinator** at
503-986-0082
or
Arts.Grants@oregon.gov



Starting Application

Search... SEARCH

HOME AVAILABLE GRANTS MY APPLICATIONS FAQ/WALKTHROUGH

[Click here](#) if you are looking for the American Rescue Plan Act Coronavirus State Fiscal Recovery application.

Applying for a Grant

Select one of the Available Grants below to learn more about it, find detailed application requirements and to Apply!

OPEN CYCLES

Application	Application Due Date
FY24 Arts Learning	5/2/2023 5:00 PM
FY24 Cultural Development	5/6/2023 5:00 PM
FY24 Operating Support	4/6/2023 5:00 PM
FY24 Small Operating Support	4/6/2023 5:00 PM

[View All](#)



Online Application: save, save, save!

Save my progress and resume later | Resume a previously saved form



Oregon Cultural Trust

FY2024 Cultural Development Application

Applications must be submitted by:
Friday, May 5th, 2023 at 12 p.m.

Please carefully review the [grant guidelines](#) for eligibility and application questions to help your organization submit a competitive application.

With further questions, please contact:

Technical Issues/Questions

Kat Bell
kat.bell@biz.oregon.gov
971-304-5044

Programmatic Issues/Questions

Aili Schreiner
aili.schreiner@biz.oregon.gov
(503) 428-0963

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

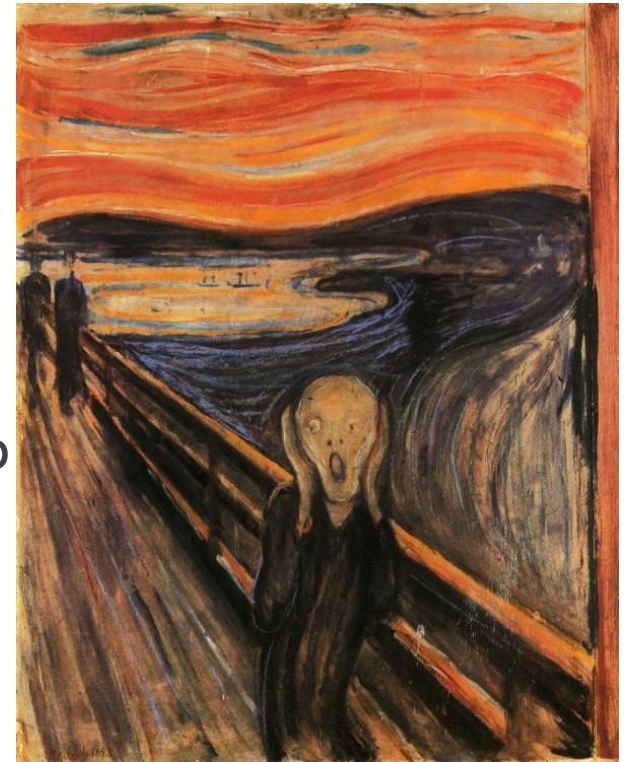


Save, Save, Save!

This system does not automatically **save** your changes.

- ✓ Be sure to **save** entries as you go
- ✓ Always **save** your changes before leaving a page.
- ✓ You can logout to leave, and log back in to continue with your application. Just be sure to **save** as you go.
- ✓ Do not forget to submit ALL required attachments!

applicant who forgot to save →





Key Dates

- Begin your **application** early; deadline to submit is **May 8**
- Refer **frequently** to the guidelines and rubrics as needed
- Seek **assistance** from staff if you need it
- Save, **Save**, Save!
- Peer review panels are in **mid-June**
- Board approved awards announced in **August**
- Grant period begins **September 1, 2024**

Questions?

(503) 428-0963 or ailli.schreiner@biz.oregon.gov



Contacts

Program Contacts & Assistance

Programmatic Questions

Aili Schreiner, Trust Manager
Oregon Cultural Trust
775 Summer St NE, Ste. 200
Salem, OR 97301
(503) 428-0963

Aili.Schreiner@biz.oregon.gov

Online Technical Assistance

Kat Bell, Grants Officer
Oregon Cultural Trust
775 Summer St NE, Ste. 200 Salem,
OR 97301
(971) 304-5044

Kat.Bell@biz.oregon.gov

Assistance with technical requirements and application scope is available from Cultural Trust staff prior to the application deadline. To schedule time for a pre-application project/draft application review, send a request to Aili.Schreiner@biz.oregon.gov or call (503) 428-0963. Applicants may also seek feedback after funding decisions and notification have been made.

We strongly urge you to request assistance **before April 25, 2024**, to ensure you have adequate time to incorporate feedback.