

Wasco County Cultural Trust Coalition

Grant Application Guidelines 2009-2010

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

Grant Awards:

Wasco County CTC is now seeking applications for grant funding for projects occurring during the current grant cycle. Grant awards will generally range from \$200.00 to \$1,000.00 each. The most competitive applications will provide some matching resources, either in contributed goods and services or cash funding. First time applicants may receive greater consideration than repeat applicants.

Grant Cycle:

The grant cycle for the Wasco County CTC shall be the following:

Applications available to the public – November 1

Applications due back to committee – January 15

Applications reviewed by committee – January 15 through February 28

Grant awards announced – March 1

Grant cycle for project or activity to occur – March 1 through February 28

Priorities:

- Expose children to art, humanities and local heritage; and/or
- Represent a geographic diversity in Wasco County; and/or
- Develop multicultural awareness; and/or
- Are experimental or small Wasco County projects in the arts, humanities or local heritage

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

Eligibility:

Applications will be accepted only for cultural projects and activities located in Wasco County.

Limitations to Eligibility:

The following are not eligible for Wasco County CTC grant funding:

- *Tuition assistance for college, university, or other courses of study;
- *Regular on-going operational expenses (i.e. salaries, rent, utilities associated with the organization);
- *Projects that have already been completed;
- *Grants to offset project deficits.

How to apply:

A completed application will include a Wasco County Cultural Trust Coalition grant application form with a budget and typed narrative; 3 copies of the completed application are required. Supplemental materials (references, letters, brochures, videos, etc.) may be submitted but will not be returned. Please remember, details are important. You MUST follow the application guidelines.

Applications will be accepted by mail only. All applications are due on or before January 15, 2010. Late applications will not be accepted or reviewed. Applications should be addressed to:

Wasco County Cultural Trust Coalition
c/o Corliss Marsh, Chair
1401 E. 21st Street
The Dalles, OR 97058

Review Criteria:

Applications will be evaluated on how well the proposed project or activity addresses the priorities of the Wasco County Cultural Trust Coalition. Projects must address at least one or more of the priorities listed at the beginning of these guidelines. Be specific.

Review Process:

Applications will be reviewed by members of the Wasco County Cultural Trust Coalition by February 28 of the current grant cycle. The Coalition will make a final determination of grant awards and decisions will be announced March 1 of the current grant cycle.

Post-Award Reporting Requirements:

Acknowledgement of funding: Grant recipients agree to state in all media announcements, marketing materials, and information campaigns that their activities are “**supported by a grant from the Wasco County Cultural Trust Coalition with funds from the Oregon Cultural Trust to support Oregon’s arts, heritage, and the humanities**”.

Final Report: Grant recipients are required to submit a final report to the Wasco County Cultural Trust Coalition within 1 month of the project completion date. The final report must describe the results of the project or activity; detail how grant funds were used and describe how the priorities of the Wasco County Cultural Trust Coalition were met. Failure to provide the required final report will result in a demand for the return of the grant funds.

Further Information:

Questions concerning the application process should be directed to Kay Ericksen at 541-298-1744.

Wasco County Cultural Trust Coalition

Grant application

* Please provide if available, otherwise optional.

Applicant / Organization:		Tax ID# *
Address:		
City:	State:	Zip:
Telephone:	*Fax:	*Website:
Applicant Contact Name:		
Fiscal Agent Contact Name*:		
Contact phone numbers:		*Email:
Project Title:		
Start Date:	Completion Date:	Total Budget:
Grant request dollar amount:		
Geographic location(s) of project in Wasco County:		
Target audience(s):		

Narrative:

The application narrative format:

1. 12 point, times new roman font
2. 8 ½" X 11" paper
3. 1" margins
4. double spaced
5. 3 page maximum
6. all pages must be in order

If additional information is needed for review, a representative of the Wasco County Cultural Trust Coalition will contact you. Your narrative should include responses to the following. **Please restate the question to identify each topic as you write:**

• **Who are you? Please describe your organization.**

• **What is your proposed project or activity?**

- Describe it in detail
- Include anticipated timelines
- Location
- Target audience and participants

• **How will the proposed project or activity address the priorities of the Wasco County Cultural Trust Coalition?**

• **What are the objectives of your proposed project or activity and how will you measure its success?**

• **What is your project budget?**

- Include a budget to demonstrate how you will accomplish the goals of the program. Identify a basis for each cost. If the Cultural Trust grant will cover only part of the program, please identify the entire budget and the sources of other funding. List in-kind separately.
- Provide information about expenditures and the sources 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.
- Describe how your project will be affected if we cannot fund your grant request in full.

• Please send **three unbound copies** of the completed application to:

Wasco County Cultural Trust Coalition
c/o Corliss Marsh, Chair
1401 E. 21st Street
The Dalles, OR 97058

Modifications

You must notify Wasco County Cultural Trust Coalition if you have any changes regarding:

- a. Contact information such as phone numbers, addresses, or personnel.
- b. Any significant developments that affect the project.
- c. If the project is cancelled.

Review the contract carefully. Sign and return by January 15 of the current grant cycle. By signing this grant application contract you are agreeing to the requirements and terms of this grant. If there are any changes in your original proposal, such as project director, dates, budget, etc. inform us immediately. You may not make changes without prior approval from WCCTC. Grant funds must be spent exclusively during the grant year applied for. Any unused funds are to be returned to the Wasco County Cultural Trust Coalition.

Signature of applicant: _____ Date: _____

Signature of Fiscal Agent if applicable: _____ Date: _____

Print Fiscal agent name and title if applicable:

Print name, title, and organization name: _____
