*Weaving culture together in Yamhill County*

P.O. Box 493, McMinnville, OR 97128

**2018 GRANT INSTRUCTIONS AND APPLICATION**

**YCCC MISSION**

The Yamhill County Cultural Coalition (YCCC) is a 501c3 non-profit organization funded by the Oregon Cultural Trust ([www.culturaltrust.org](http://www.culturaltrust.org) ) and private donations. YCCC’s mission is to increase cultural resources, opportunities and participation in Yamhill County. YCCC grants are available to support cultural activities and increase cultural awareness and participation.

**FUNDS AVAILABLE AND REQUIREMENTS**

The YCCC strives to provide funding to communities throughout Yamhill County. For examples of past grants awarded, go to [www.yamhillcountyculture.org](http://www.yamhillcountyculture.org) and click on Grants, then click on Past Grants.

YCCC offers competitive matching grant awards. YCCC can fund up to 50% of a project’s total cost not to exceed $2,500. The applicant must secure the balance of funding for the project. Matching support may consist of cash and/or donated (in-kind) services or materials. The monetary value of in-kind contributions must be listed in detail on the budget sheet of the grant application. The entire amount of the award must be spent on purposes stated in the application.

In past years, YCCC grants ranged from $230 to $2,500 for projects/activities. YCCC awarded over $17,000 in grants from $400 to $2,500 for projects implemented in 2017.

YCCC encourages submissions from new applicants and looks for variety and innovation in cultural opportunities. Individuals and organizations who have been awarded grants in the past may apply, however applications for previously funded projects will receive lower priority. Non-profit status (IRS 501c3) is not required to qualify for funding.

**THE APPLICATION PROCESS**

In order to receive a grant, an applicant must fill out a grant application which follows these grant instructions. Be certain that your project meets Yamhill County Cultural Coalition’s priorities, which can be viewed at our website [www.yamhillcountyculture.org](http://www.yamhillcountyculture.org) and click on Grants, then click on Priorities.

**ONE (1) copy of the completed grant application and supporting documents must be postmarked no later than September 30, 2017. Mail to: Yamhill County Cultural Coalition, P.O. Box 493, McMinnville, OR 97128. We also request that you email a copy of the application and supporting documents to** **yccccontact@yahmillcountyculture.org**

The Grants Committee will review all applications for completeness and adherence to the YCCC cultural plan priorities. The Committee forwards its recommendations to the full Board for final approval. Grant awards will be announced by early December 2017. The project must be completed by December 31, 2018.

**GRANT APPLICATION ASSISTANCE**

Questions may be directed to: Peggy Hanson at peggyhanson@gmail.com

**AREAS OF EXCLUSION**

* Scholarships, conferences, seminars, travel
* Operating costs - including staff positions, except as a viable crisis recovery plan
* Projects advocating for political, religious, labor, fraternal, sports groups
* Fundraising efforts that do not support YCCC priorities
* Institutional benefits, general endowments, honorary functions.
* Projects that have already been completed

**YCCC OBLIGATIONS**

If your project is funded, you will receive a Grant Agreement letter identifying the amount that has been granted to you. This letter also provides you with details about the final reporting requirements (see below). Checks will be sent and logos will be emailed after the signed Grant Agreement is received by YCCC. A YCCC grant committee member will communicate with you periodically to receive project updates. YCCC is required to submit information from your final report to our funders.

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| **GRANTEE OBLIGATIONS** |
| 1. **Timely Communication**: Notify YCCC if there are changes associated with this project or issues that would affect the completion of this project;
2. **Acknowledgements**: Acknowledge/list financial support given by Yamhill County Cultural Coalition, the Oregon Cultural Trust, Oregon Community Foundation in ALL advertising including printed, online, and other marketing materials about your project;
3. **Completion Date**: Project must be completed by December 31, 2018;
4. **Final Reporting Requirements**: YCCC requests your cooperation in completing your project final report which includes information YCCC reports to our funders.
	1. Final Report is due 30 days after completion of project;
	2. The Final Report must contain the following elements:
5. An overview summary of the completed project
6. A complete actual budget in **the same** table format as on the application
7. A description of the audience served (include number of participants, age, gender, ethnicity, etc.)
8. Results of the evaluation(s) used to measure success
9. Impact or results of the project on the target audience, community and/or grantee
10. Identification of partners (if applicable) and their roles/responsibilities
11. Contributors who provided matching funds (e.g., “Any town Community Bank”)
12. Copies of any printed materials (ads, posters, publicity materials, event programs etc.)
13. 3 or 4 digital photos emailed to your YCCC grant committee contact. These photos may be used on the YCCC website.
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***YCCC encourages all organizations that are awarded a grant to support the YCCC Cultural Campaign fundraising campaign and the Oregon Cultural Trust.***

**The Grant Application document begins on the following page.**

**2018 Yamhill County Cultural Coalition Grant Application**

To fill out this application, download this form and save it to your desktop. Complete the form by filling in all of the requested information. Save a copy for your organization.

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| **THE APPLICATION PACKET: Instructions** |
| 1. A complete application packet contains ALL of the following documents:

**A. APPLICATION DOCUMENT; B. PROJECT NARRATIVE; C. SUPPORTING DOCUMENTS** When you have completed your application packet, please send us ONE (1) copy of your complete application packet to the following mailing address:Yamhill County Cultural Coalition, P.O. Box 493, McMinnville, OR 97128We also request that you email a copy of the application and supporting documents to:yccccontact@yamhillcountyculture.orgApplications can be submitted any time prior to the September 30, 2017 deadline but must be postmarked no later than September 30, 2017.Grant decisions will be announced by the beginning of December 2017.The project must be completed by December 31, 2018. A final report including financial details will be due within 30 days of the project’s completion. |

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| **A. PROJECT NARRATIVE** |
| **Project Narrative** is a summary that will be read by the YCCC Grant Committee. Narrative description is not to exceed three (3) pages of 12-point type. The narrative should contain the following elements in the following order:1. Organization name
2. Requested amount from YCCC
3. Detailed description of the proposed project including specific objectives, providers, and tasks
4. Timeline for the project and event date/s
5. Description of the target audience (number, age, gender, ethnicity etc.)
6. Outline objectives: what do you hope to accomplish for the audience, the community and/or your organization?
7. How you will measure the impact of the project for the audience, community and or/grantee organization?
8. What evaluation methods will you be using?
9. Will you partner with other groups or organizations? List partners and their roles.
10. Requests generally exceed available funds. If YCCC is unable to fully fund your request, how will that impact your project?
11. Your experience relevant to the project (if applicable)
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| B. SUPPORTING DOCUMENTS |
| On separate pages in this order, provide the following information, if applicable.1. Letter(s) of commitment necessary to execute your project from collaborating partners/entities, citing their responsibilities including financial or in-kind support
2. List of the Board of Directors/Trustees and their affiliations (if applicable)
3. No more than two documents supporting this project and/or past projects.
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| **II. PROJECT INFORMATION, P. 1** |
| a. Title of project:       |
| b. Financial Amount requested:       |
| c. Has this organization received YCCC funds in the past? YES: \_\_\_ NO: \_\_\_  |
| d. If “Yes” were the funds provided for the same project? YES: \_\_\_ NO: \_\_\_ |
| e. Proposed start date(mm/dd/yyyy):       | f. Proposed completion date (mm/dd/yyyy):       |
| g. Event date/s (mm/dd/yyyy) if applicable:       |
| h.. Total Cash Expensesfor your project:       | i. Total In-Kind (if applicable):      |
| j. Total Project Costs (Total Cash Expenses + Total In-Kind):       |

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| **C. APPLICATION DOCUMENT** |
| **Instructions on filling out this form** | **Grant Application Sections** |
| * Save this document to your computer.
* Enter your responses.
* Please verify all calculations in the budget sections.
* Be sure to periodically save your work. You may return to your saved document to continue answering questions about your project.
 | 1. CONTACT INFORMATION
2. PROJECT INFORMATION, P. 1
3. PROJECT INFORMATION, P. 2
4. BUDGET INFORMATION: Cash Expenses
5. BUDGET INFORMATION: In-Kind Donation Value
6. TOTAL PROJECT COSTS
7. BUDGET INFORMATION: Income
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**2018 Yamhill County Cultural Coalition Grant Application**

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| **I. CONTACT INFORMATION** |
| a. Organization/Applicant name:       |
| b. Contact person:       | Title:       |
| c. Address:       |
| d. City:       |
| e. ZIP Code:      |
| f. *Mailing Address if different*:       |
| g. Daytime phone:       | h. Alternate phone:       |
| i. Email:       | j. Website address:       |
| k. Are you a registered nonprofit? YES: \_\_\_ or No: \_\_\_ *(nonprofit status is not required)* |
| l. How did you learn of this grant opportunity? \_\_\_Word of mouth \_\_\_Newspaper \_\_\_Flyer or poster\_\_\_Grant Workshop \_\_\_YCCC Website, \_\_\_e-newsletter, or email?\_\_\_Other (please specify)       |

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| **III. PROJECT INFORMATION, P. 2** |
| a. Provide a brief summary of the project or event(s) (not to exceed 50 words)      |
| b1. Check the appropriate cultural category(s):1. \_\_\_ Arts 2. \_\_\_ Heritage

3. \_\_\_ Humanities | b2. Identify appropriate cultural facets of your project:\_\_\_Visual \_\_\_Performance \_\_\_Literary/Humanities \_\_\_Heritage \_\_\_Epicurean \_\_\_Celebration |
| c. Your project will have the greatest impact in the following areas: |
| 1. \_\_\_Entire County of Yamhill 2.\_\_\_ Amity 3. \_\_\_Dayton4. \_\_\_McMinnville | 5.\_\_\_ Lafayette6.\_\_\_ Newberg7. \_\_\_Dundee8. \_\_\_Sheridan  | 9. \_\_\_Willamina 10. \_\_\_Yamhill 11. \_\_\_Carlton 12. \_\_\_Grand Ronde  |
| d. Location of event including city or cities:       |
| e. Check the appropriate Yamhill County Cultural Coalition priorities:\_\_\_Promote the cultural activities and organizations\_\_\_Encourage interdisciplinary cultural activities\_\_\_Increase intra-county cultural communication\_\_\_Cultivate county cultural assets\_\_\_Broaden cultural opportunities in Yamhill County |
| f. Explain how your activity supports the priorities checked above (not to exceed 100 words):       |
| g. Target Audience (include number of participants, age, gender, ethnicity, etc.):       |

**2018 Yamhill County Cultural Coalition Grant Application**

**2018 Yamhill County Cultural Coalition Grant Application**

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| **IV. BUDGET INFORMATION: Cash Expenses** |
| Please list your project/event expenses. Budget categories may include honorarium or stipends, purchased equipment, equipment or facility rental, marketing, printing, mailing etc. It is your responsibility to monitor and record the actual costs of the project. Please include all costs in the Final Report. |
| **Category** | **Brief description** | **Estimated Cost** |
| 1.
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|  |  | **Cash TOTAL:** $0.00 |

# 2018 Yamhill County Cultural Coalition Grant Application

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| **V. BUDGET INFORMATION: In-Kind Donation Value (if applicable)** |
| In-Kind donations ARE NOT CASH. They can be materials, supplies, equipment, volunteer hours, facility use or any other non-cash donations you will use for your project. The estimated in-kind value for volunteer hours is $23/hour. |
| **Item** | **Name of In-Kind Donor** | **Type of Donation** | **Estimated Value**  |
| Volunteer Hours |       |       | Total volunteer hours =      In-kind value for hours = $0.00 |
|       |       |       |       |
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|  |  |  | **In-Kind TOTAL:** $0.00 |

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| **VI. TOTAL PROJECT COSTS** |
| Cash expenses + In-Kind donation value (if applicable) = TOTAL PROJECT COSTS |
| **Cash Expenses =** | $0.00 |
| **In-Kind donation value =** | $0.00 |
| **TOTAL PROJECT COST =** | $0.00**This value must match the amount shown in the section called, "II. PROJECT INFORMATION, P. 1, question j."** |

# 2018 Yamhill County Cultural Coalition Grant Application

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| **VII. BUDGET INFORMATION: Income** |
| Include projected sources, if applicable. Categories listed in the chart below are examples of possible income sources.  |
| **Source** | **Brief description** | **Estimated Amount** |
| 1. YCCC
 |       |       |
| 1. Tickets/admission
 |       |       |
| 1. Cash income/donations
 |       |       |
| 1. Grants (identify each grantor)
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| 1. Other sources of income
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| * 1.
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|  |  | **Income TOTAL:** $0.00 |

**-- END OF APPLICATION–**

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| In the space below, please provide us with feedback about this application form. We value your comments!--YCCC Grant Committee |
|       |