

**Multnomah  
C o u n t y  
C u l t u r a l  
C o a l i t i o n**

GRANT PROGRAM

Community  
Cultural  
Participation  
Grants  
**FY 11-12**

**Deadline: Wednesday, May 11, 2011 by 5:00 pm**

# MCCC

## COMMUNITY CULTURAL PARTICIPATION

### GRANT GUIDELINES ~ FY 2011-12

#### **MCCC MISSION STATEMENT**

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The Multnomah County Cultural Coalition mission is to foster a community that is opportunity-rich in cultural offerings, increasing the likelihood of cultural participation among the broadest possible spectrum of county residents. The MCCC will set timelines and create policies and procedures to govern the distribution of Community Cultural Participation Grant funds received from the Oregon Cultural Trust. The coalition will also be responsible for measuring the progress in meeting the priorities of the Cultural Plan through the use of appropriate benchmarks and by ensuring that arts, heritage, humanities and preservation goals are all well represented.

#### **STATEMENT OF NON-DISCRIMINATION**

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The Multnomah County Cultural Coalition is committed to providing services and making our resources available to every member of Multnomah County without regard to race, color, creed, religion, age, gender, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, gender identity, and source of income or disability status.

#### **INTRODUCTION**

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The Community Cultural Participation (CCP) Grant Program supports community-based cultural events, programs and organizations. **Community Cultural Participation Grants can be used for a specific cultural event, program, or activity as long as it is open to the public.** Any not-for-profit organization will be eligible to apply for a CCP grant up to \$2,000. This includes registered neighborhood associations, groups of citizens with a declared common purpose consistent with the goals of this grant program, and organizations with IRS 501(c)(3) status. However, IRS 501(c)(3) status is not required.

Applications must clearly demonstrate how the funds will help the proposed cultural event, program, or activity to become more accessible and/or affordable to Multnomah County residents or encourage new cultural activities and organizations.

#### **RACC Info**

The Regional Arts & Culture Council will assist the MCCC in conducting this grant process. Applicants should contact RACC grants staff at least one week prior to the deadline with specific questions regarding their proposal.

RACC staff is also available to assist applicants with questions regarding the on-line application process.

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HELEN DALTOSO  
Grants Officer  
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This is a simple one page application on-line, with no required supplementary materials.

## **HOW TO APPLY FOR A CCP GRANT**

1. Applicants must complete and electronically submit an on-line application by **no later than 5:00 pm Wednesday, May 11, 2011.**
2. Access *to* and assistance *with* the On-line Application Process:

- To access the CCP on-line application and guidelines, go to either of the following websites and follow the links for the *Multnomah County Cultural Coalition County Grants online system*:

www.multcoculturalcoalition.org; www.racc.org

- Applicants who need assistance applying on-line should contact RACC grants staff.
- Applicants can use computers at any public library to access the MCCC on-line grant application.
- If needed, applicants should consult with RACC grants staff regarding eligibility and review criteria at least one week prior to the grant deadline.

3. All applications must be received electronically by RACC by 5:00 pm on Wednesday, May 11, 2011. **Late applications will not be accepted.**

## **GRANT CYCLE**

1. All funded activities must take place between July 1, 2011 through June 30, 2012, the grant cycle for the CCP grant. **No extensions will be given.** If the grant cannot be completed in this timeframe, the applicant will be required to relinquish the grant and apply in the next grant cycle if they choose to do so.

## **ELIGIBILITY**

To be eligible for a Community Cultural Participation grant, the applicant must:

1. Be a “not-for-profit” organization. This includes registered neighborhood associations, groups of citizens with a declared common purpose consistent with the goals of this grant program, and organizations with IRS 501(c)(3) status. However, IRS 501(c)(3) status is *not required*.

*For the purpose of the Community Cultural Participation grant program, the definition of a “not-for-profit organization” is: an organization whose primary purpose is to serve and to provide general benefit to the public and the organization’s or group’s net earnings are not distributed to those who control it.*

2. Show that the proposed activity will make culture more accessible and/or affordable to Multnomah County residents *or* that it will encourage new cultural activities and organizations.
3. Provide MCCC with an Employer Identification Number (EIN) (see sidebar).
4. Be headquartered within Multnomah County and serve Multnomah County residents. (See item #3 under Funding Restrictions on page 4 of the Guidelines.)

### **EIN**

The Employer Identification Number (EIN) is necessary to help MCCC ensure that awards will be granted in the name of an organization. You can apply to the Internal Revenue Service for an EIN by going to their website a [www.irs.gov](http://www.irs.gov).

**Proposals for CCP Grants must address one of two principal goals:****1. Make Culture Accessible and/or Affordable to Multnomah County Residents**

Foster partnerships and collaborations between organizations representing different constituencies and disciplines, or organizations serving different social functions. The purpose of these collaborations is to widen and diversify the audience for existing cultural organizations and institutions.

**2. Encourage New Cultural Activities and Organizations**

Support the efforts to organize cultural activities and form new cultural organizations.

**Community Cultural Participation grants are designed to support a wide variety of activities.** Examples of possible CCP grant proposals include:

Expenses for events, programs or activities accessible to the public; reading and discussion groups at a local community center; a neighborhood arts fair; a project to preserve or make people familiar with some aspect of the city's cultural history; performances, workshops, lectures, exhibits and other activities which will clearly help in enriching cultural participation within the county.

**INELIGIBLE EXPENDITURES / APPLICANTS**

1. Grants will not be awarded to an individual.
2. Grants will not be awarded to pay for a full-or part-time staff position.
3. Purchases of equipment will not be funded through the Community Cultural Participation grant.

**FUNDING RESTRICTIONS**

1. Available funding from the MCCC will influence awards to applicants.
2. Awardees will receive a single Community Cultural Participation grant up to \$2,000 for the fiscal year July 1, 2011 through June 30, 2012.
3. Organizations and groups from outside of Multnomah County are not eligible to apply for a Multnomah County Community Cultural Participation grant.

We strongly recommend new applicants attend the CCP Grant orientation, Tuesday, April 19, 3:30-4:30pm at the RACC offices, 108 NW 9th, Suite 202, Portland, OR.

## **APPLICATION REQUIREMENTS**

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### **APPLICANTS MUST:**

1. Electronically submit a completed application by the stated deadline of Wednesday, May 11, 2011 by 5:00pm.

## **REVIEW CRITERIA**

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The MCCC Review panel will apply the following criteria in the review of applications:

### **PROPOSAL MERIT (50 POINTS MAXIMUM)**

1. Ability of proposal to meet one or more of the goals stated on pg. 4 of the Guidelines.
2. Impact of activity on constituency for which it is intended.
3. Uniqueness of the proposed activity to the organization or the community.
4. Overall clarity of grant proposal.

### **BENEFIT TO APPLICANT AND TO COMMUNITY (50 POINTS MAXIMUM)**

1. Evidence that the organization's proposal will make Culture Accessible and/or Affordable to Multnomah County Residents or Encourage New Cultural Activities and Organizations.
2. Evidence that the proposal supports the cultural mission of the organization.
3. Capacity of organization to meet proposal objectives.

## **REVIEW PROCESS**

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1. RACC grants staff will review proposals to determine basic eligibility. Proposals that are deemed ineligible will be returned to applicants.
2. A panel made up of MCCC and community members will review and rate proposals according to the established review criteria listed above. The panel will determine which proposals should receive funding and forward their recommendations to the MCCC for approval.
3. The MCCC will make awards with a minimum of \$1,000 and a maximum of \$2,000 based on panel ratings and recommendations.
4. Grant applicants can anticipate notification of grant award status by June 30, 2011.

When crafting your responses to the narrative items, please keep the **Review Criteria** in mind.

## **GRANT AWARDS**

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The number of Community Cultural Participation grants awarded will depend on the funds available in the Community Cultural Participation Grant budget for that year.

Grant Awards will be a minimum of \$1,000 and a maximum of \$2,000.

## **ACKNOWLEDGMENT (CREDIT TO MCCC)**

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Community Cultural Participation recipients will acknowledge the support by MCCC and the Oregon Cultural Trust in all printed materials related to the Community Cultural Participation grant, if applicable.

The Oregon Cultural Trust logo shall be used if space and format permit. Examples of ways in which OCT support has been acknowledged will be required with all grant reports.

## **FINAL REPORT REQUIREMENTS**

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At the close of the Community Cultural Participation Grant cycle, grant recipients will be required to submit a Final Report and evaluation of their completed activities. Compliance with final reporting requirements in previous grant cycles will be considered when the applicant's future grant applications are in review.

## **MCCC GRANT COMPLIANCE**

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1. Applicants awarded a Community Cultural Participation Grant must complete the grant between July 1, 2011 and June 30, 2012.
2. A Final Report will be required within 30 days after the grant cycle has ended.

Awardees **must submit a Final Report** in order to be considered in compliance with grant guidelines. This report will be available via MCCC's online grant process. Awardees will be notified when it is available.

3. It is the responsibility of the grant applicant to notify MCCC in writing and in advance of any changes in the grant status.

## **GRANT ASSISTANCE**

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The Regional Arts & Cultural grants staff is available to answer questions about the grant process. If you have questions, please contact *either* of the following staff:

Ingrid Carlson; 503.823.5417; [icarlson@racc.org](mailto:icarlson@racc.org)

Helen Daltoso; 503.823.5402; [hdaltoso@racc.org](mailto:hdaltoso@racc.org)

Notification and information on award status can only be given after the grants process is complete. Please do not contact the MCCC or RACC Staff about award status until after receiving official notification in the mail. If you have not received notification by June 30, 2011, contact RACC staff at 503.823.5417.