

**MULTNOMAH  
COUNTY  
CULTURAL  
COALITION**

**Community  
Cultural  
Participation  
Grants  
2018**

# Multnomah County Cultural Coalition

## COMMUNITY CULTURAL PARTICIPATION (CCP) GRANT GUIDELINES – 2018

### Mission Statement

The Multnomah County Cultural Coalition (MCCC) 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.

#### STATEMENT OF NON-DISCRIMINATION

---

The MCCC is committed to making our resources available to every member of Multnomah County without regard to national origin, race, color, age, marital or familial status, sex, sexual orientation, gender identity, gender expression, educational background, disability, religion, veteran status, political opinion, physical appearance, or source of income.

#### INTRODUCTION

---

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

Applications must clearly demonstrate how the funds will help the proposed cultural event, program, or activity to become more accessible to Multnomah County residents. New cultural activities and organizations are especially encouraged to apply. Demonstrated collaboration between organizations and an emphasis on reaching underserved communities in Multnomah County are both key components of a successful grant application.

#### HOW TO APPLY FOR A CCP GRANT

---

1. Applicants must complete and electronically submit an online application **no later than 11:59 pm Monday, October 16, 2017.** **Late applications will not be accepted.**
2. To access the CCP online application and guidelines, go to [racc.submittable.com](http://racc.submittable.com)
3. If desired, applicants may consult with the MCCC Co-Chair regarding eligibility and review criteria up until one week prior to the grant deadline – Kris Anderson ([info@multcoculturalcoalition.org](mailto:info@multcoculturalcoalition.org))
4. Applicants who are having issues applying online should contact the Regional Arts & Culture Council (RACC), who administers our online grant system. Please call or email Jack MacNichol, at 503.823.2928 or [jmacnichol@racc.org](mailto:jmacnichol@racc.org).

5. These guidelines and the application are available in Spanish through the MCCC website at [www.multiculturalcoalition.org](http://www.multiculturalcoalition.org). Applications in Spanish should not use the online application process, but should be submitted via email to [info@multiculturalcoalition.org](mailto:info@multiculturalcoalition.org).
6. Applicants can use computers at any public library to access the MCCC online grant application or the Spanish grant guidelines and application.

## **GRANT CYCLE**

---

All funded activities must take place between January 1, 2018 and December 31, 2018. No extensions will be given. If the grant cannot be completed in this timeframe, the applicant will be required to relinquish all funds awarded for the period.

## **ELIGIBILITY**

---

1. To be eligible for a CCP grant, the applicant must be headquartered within Multnomah County and the project must serve Multnomah County residents.
2. Eligible organizations or groups are those whose primary purpose is to serve and provide general benefit to the public. 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*.
3. The grant proposals must show that the proposed activity will align with grant goals.
4. Provide MCCC with an Employer Identification Number (EIN).  
*The 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 at [www.irs.gov](http://www.irs.gov).*
5. **Recipients of CCP grants in two consecutive years are not eligible to apply for funds the following year.** For example, an organization that was awarded grants to take place in 2016 and 2017 is not eligible to apply for 2018 funds and must wait until the 2019 grant cycle to reapply.

## **GRANT GOALS**

---

**Please note that proposals that foster partnerships and collaborations in addition to supporting more than one goal will be more competitive.**

1. Make culture **accessible** and **affordable** to Multnomah County residents.
2. Support organizations and activities that emphasize cultural **diversity**.
3. Encourage **new** cultural activities.
4. Enhance arts education and cultural awareness among **youth**.
5. Foster partnerships and **collaborations** which support the above.

**CCP grants are designed to support a wide variety of activities.** Examples of possible CCP grant proposals include: expenses for activities such as reading and discussion groups; a neighborhood art fair; a project to preserve or promote 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. Programs taking place at schools or private organizations are eligible if they are open to the public and broadly advertised within the neighborhoods and communities surrounding the area.

## **INELIGIBLE EXPENDITURES / APPLICANTS**

---

1. Grants will not be awarded to an individual.
2. Grants are intended to support proposed events, programs, or activities and will not pay for expenses that are not directly related to the proposed project.

3. Grants will not be awarded to pay for general full- or part-time staff wages, but will cover wages directly allocated to the project such as honoraria or payments to artists, performers, scholars, or other consultants specific to the project.
4. Purchases of equipment used specifically for the project are eligible for funding, if valued at less than \$500.

## **FUNDING RESTRICTIONS**

---

1. Available funding from the MCCC will influence awards to applicants. The number of CCP grants awarded will depend on budget and funds available from the Oregon Cultural Trust for that cycle.
2. Awardees will receive a single CCP grant up to \$2,000 for activity from January 1, 2018 through December 31, 2018.
3. Organizations and groups from outside of Multnomah County are not eligible to apply for a CCP grant.

## **REVIEW CRITERIA**

---

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

1. Ability of the proposal to make culture **accessible** and **affordable**.
2. Ability of the proposal to support **diverse** cultural activities and organizations.
3. Ability of the proposal to encourage **new** cultural activities and organizations.
4. Ability of the proposal to enhance arts education and cultural awareness among **youth**.
5. Ability of the proposal to foster **partnerships** in delivering culture.
6. Appropriateness of project to the proposing organization and **capacity** of organization to meet objectives.

Successful applications should consider the following, if applicable:

- **Access:**
  - What is the cost of tickets?
  - Describe the venue(s) in terms of public access.
- **Collaboration:**
  - What other organizations are collaborating on the proposed project?
  - Are there additional funding sources or sponsorships?
  - If this is a recurring project, please describe past events.
- **Audience:**
  - Describe your intended audience as clearly as possible.
  - Estimate number of people served by your project.
- **Capacity:**
  - Explain how you or your organization is suited to plan, promote and host the proposed event or activity.
  - Describe current staff, volunteers, and any community support.

## **REVIEW PROCESS**

---

1. RACC grants staff will review proposals to determine basic eligibility. Applicants will be notified of ineligible proposals.
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 on or around December 1, 2017.

5. 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. If you have not received notification by December 15, please contact Jack MacNichol, at 503-823-2928 or [jmacnichol@racc.org](mailto:jmacnichol@racc.org).

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

---

CCP grant recipients will acknowledge the support of the MCCC and the Oregon Cultural Trust in all printed materials related to the grant, as applicable.

The Oregon Cultural Trust and Multnomah County Cultural Coalition logos will be used if space and format permit. Examples of ways in which Oregon Cultural Trust support has been acknowledged will be required with all grant reports.

### **FINAL REPORT REQUIREMENTS**

---

At the close of the CCP 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**

---

1. Events funded by a 2018 CCP grant must be completed by December 31, 2018.
2. 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 system and will be required within 30 days after the grant project has completed or January 31, 2019 at the latest.
3. It is the responsibility of the grant applicant to notify MCCC in writing and *in advance* of any changes in the grant status.
4. Grant recipients will acknowledge the MCCC and the Oregon Cultural Trust in all marketing materials, as applicable.

### **GRANT ASSISTANCE**

---

The Regional Arts & Culture Council (RACC) serves as MCCC's fiscal agent and provides administrative support for our grantmaking. RACC staff is available to answer questions about the grant process and provide technical assistance with the Submittable online application system. If you have questions, please contact Jack MacNichol at 503-823-2928 or [jmacnichol@racc.org](mailto:jmacnichol@racc.org).