

## Grant Application Guidelines for 2026 Projects

*"The Jackson County Cultural Coalition provides opportunities for organizations to support their arts, heritage, history and humanities programs and ensure preservation and access to our history, landmarks and traditions. The coalition's immediate responsibility is to distribute funds from the Oregon Cultural Trust to make this possible."*

The Jackson County Cultural Coalition (JCCC) is one of 45 county and tribal-based local networks in Oregon that re-grant an annual appropriation from The Oregon Cultural Trust ([culturaltrust.org](http://culturaltrust.org)). Established in 2002, the Trust supports Oregon's arts, heritage, and humanities.

Jackson County offers a rich array of cultural activities ranging from its music, theater and art communities to its galleries, museums, and historical sites to dance, storytelling, folklore and literature. We seek to ensure that interested residents benefit from these cultural assets.

### Award Amounts

The Jackson County Cultural Coalition (JCCC) awards grants that are typically between \$1,000 and \$3,000 for projects within Jackson County that support and promote the arts, heritage, and humanities for all residents of Jackson County.

### Submission and Deadline

All applications must be emailed to [info@jacksoncountyculturalcoalition.org](mailto:info@jacksoncountyculturalcoalition.org) by **Friday, September 5, 2025, at 5 p.m.** If you are unable to email your application, postmark your application two weeks before the due date. Incomplete applications will not be considered. Additional documents beyond those requested (including cover letters) will not be reviewed.

### Considerations Prior to Applying

#### 1. Who may apply to the JCCC?

- Tax-exempt organizations or organizations that have fiscal sponsors that are tax-exempt organizations.
- Organizations with projects occurring between January 1, 2026, and December 31, 2026.

***Please note:***

- Individuals are not eligible for a grant.
- Any organization that received funding for a 2025 project but did not complete all the required JCCC reports by the stated deadlines will not be considered, unless other arrangements have been made with the JCCC.

#### 2. What are the funding priorities of the JCCC?

JCCC makes grants only for projects within Jackson County that support and promote:

- Participation in and access to cultural activities, the arts, heritage, and humanities, for the residents of Jackson County; and/or
- Cultural and educational opportunities, especially for youth, in Jackson County.

### **3. Will we be interviewed?**

Yes. A representative of the JCCC will interview a member(s) of each organization that submits a complete application. Interviews will take place between mid-September and the end of October. JCCC's funding decisions will be sent to all applicants in mid-late November.

### **4. Questions and Grants 101Powerpoint**

**Questions?** Contact the JCCC no later than Friday, August 8, 2025, at: [info@jacksoncountyculturalcoalition.org](mailto:info@jacksoncountyculturalcoalition.org). Include your question(s) and best contact information.

**Grants 101 PowerPoint:** The JCCC Grants 101 PowerPoint offers good information on completing many types of grants. Find it (Grant Workshop PowerPoint) on the Jackson County Cultural Coalition website under "Grants," then "Workshop at <https://jacksoncountyculturalcoalition.org>."

### **5. Project Considerations**

To assist organizations in determining their project's funding viability and to prepare an application, JCCC lists its basic decision-making guidelines below. These guidelines are used by the JCCC to review each grant application and to make funding decisions.

#### **The JCCC:**

- Seeks to balance the allocation of monies to arts, heritage, and humanities projects based on the quality and diversity of grant applications it receives.
- Values programs that increase awareness and appreciation of local cultural diversity and that promote greater inclusivity of diverse artists, groups, and community members.
- Values "start-up funding" for smaller cultural entities that helps them become established and engage in projects that serve their neighborhoods and communities.
- Provides some monies as a demonstration of local support to better position organizations for additional funding from larger foundations and grant-giving organizations.
- Prefers to support new projects rather than consecutive year funding of the same project.
- Does not favor proposals seeking funding for marketing, scholarships, transportation, or for providing free tickets.
- Asks that you contact its staff by email before applying if you have a heritage capital construction project in mind.

### **6. Grant Requirements if your project/program application is funded this year:**

- a. Grant reporting (see reporting guidelines at [jacksoncountyculturalcoalition.org](http://jacksoncountyculturalcoalition.org)):
  - JCCC will do a check-in with grantees mid-year. If a grantee's program or timeline differs substantially from their funded application, JCCC expects a written update by July 31.
  - All grantees' projects must be completed by December 31, and the final report is due by January 15.
- b. All visual or oral publicity for a funded project must include the following acknowledgement: "Funded in part by the Jackson County Cultural Coalition and the Oregon Cultural Trust, which together invest in Oregon's arts, heritage, and humanities."
- c. Grant recipients must provide visual documentation (digital files) for use on the JCCC website to help promote your organization and Jackson County's culture.

### **JCCC 2026 Grant Application Checklist**

- Page One Background Information.
- Project Proposal (2 pages maximum).
- Project Budget Form with Budget Narrative (as needed). See budget format on page 4.
- Two Additional Financial Documents: Organizational Financial Statement (audited if available) and Balance Sheet (Assets and Liabilities only). See examples on page 6-7).
- List of Board of Directors.
- Copy of organization's IRS determination letter under section 501(c)(3) of the federal tax code.
- **If using a fiscal sponsor:**
  - a. Letter stating approval of the application by the organization's fiscal sponsor.
  - b. Copy of organization's fiscal sponsor's IRS determination letter under section 501(c)(3).
- I have not included any extra information or materials.

## **Grant Application for 2026 Projects**

**Please provide the following information:**

### **A. Background questions:**

1. Organization's Name:
2. Organization's or Fiscal Sponsor's Tax ID Number:
3. Organization's Mailing Address:
4. Organization's Email:
5. Organization's Phone Number:
6. Name of Person to Contact for Grant Interview:
7. Phone Number:
8. Email Address:
9. Amount Requested:
10. First-time applicant (circle one)?  Yes  No
11. Project Name:
12. How will JCCC funds be used (one sentence):
13. Cultural Focus Area:  Arts  Heritage  Humanities
14. Geographic Areas of Impact:
15. Population(s) to be served (e.g. *Youth, rural, communities of color*):
16. Projected Number of People Directly Impacted by Project:
17. Projected Number of People Indirectly Impacted by Project:
18. Which JCCC Funding Priorities Apply: (check all that apply)  
 Participation in and access to cultural activities, the arts, heritage, and humanities, for the residents of Jackson County; and/or  
 Cultural and educational opportunities, especially for youth, in Jackson County.
19. List all JCCC grants your organization received since 2020 (by year, project, amount).

### **B. Proposal Narrative (2 pages or less, using 12-point font):**

1. Describe your organization, its purpose, and services to the community (keep short).
2. Describe the purpose of the project, its significance, and its community impact.
3. Discuss how the project addresses JCCC's stated funding priorities.
4. Describe the capacity of your organization to carry out this project.
5. State how the project aligns with your organization's long-range plan or goals.

6. Identify the project manager and outline the major activities and timeline.
7. Describe the evaluation method(s) and expected outcome(s).

### C. Project Budget Form:

Please submit your **project** budget with your grant application (not your organizational budget). Use the format below to list your project's expenses and revenues and adapt the line items as needed. You can add rows as needed to create a complete project budget.

**PLEASE NOTE:** If you'd like to download an Excel version of this chart, you may find it at [Jacksoncountyculturalcoalition.org](http://Jacksoncountyculturalcoalition.org). Ensure that project expenses equal project revenues.

**\*Provide additional narrative to explain and/or justify your budget as needed.**

<i>To the End in Songs Project Budget</i>				
	DESCRIPTION	AMOUNT	JCCC PORTION	*NOTES
<b>EXPENSES</b>	<b>Projected Cash Expenses</b>			
	<b>TOTAL EXPENSES</b>			
<b>REVENUE</b>	<b>Projected Cash Revenues</b>	<b>AMOUNT</b>	<b>JCCC PORTION</b>	<b>*NOTES</b>
	<b>Subtotal</b>			
	<b>TOTAL REVENUE</b>			

### Two Additional Financial Documents (see examples on pages 6-7)

1. Financial Statement (Profit and Loss Statement, audited if available).
2. Organizational Balance Sheet (Assets and Liabilities).

**ANONYMOUS NONPROFIT**

Balance Sheet

as of February 15, 2025

<b>TOTAL</b>
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**ASSETS**

**Bank Accounts**

Checking \$ 8,825.63

PayPal \$ -

Petty Cash \$ -

Savings \$ 23,252.34

**Total Bank Accounts \$ 32,077.97**

**Accounts Receivable**

Accounts Receivable \$ -

**Total Accounts Receivable \$ -**

**Other Current Assets**

Undeposited Funds \$ -

**Total Other Current Assets \$ -**

**Total Current Assets \$ 32,077.97**

**TOTAL ASSETS \$ 32,077.97 LIABILITIES &**

**EQUITY TOTAL Liabilities**

Current Liabilities

Accounts Payable

Accounts Payable \$ -

Total Accounts Payable \$ -

Total Current Liabilities \$ -

**Total Liabilities \$ -**

**Equity**

Opening Bal Equity \$ -

Retained Earnings \$ 32,691.51

Net Income \$ (613.54)

**Total Equity \$ 32,077.97**

**TOTAL LIABILITIES & EQUITY \$ 32,077.97**

**ANONYMOUS NONPROFIT**

Profit and Loss

as of February 15,2025

	<b>TOTAL</b>
<b>INCOME</b>	
<b>E</b>	
Memberships	
Corporate	\$ 150.00
Individual	\$ 125.00
Institutional	\$ 1,755.00
Student/Volunteer	\$ 18.00
<b>Total Membership</b>	<b>2,045.00</b>
Other Income	
Interest	\$ 0.99
<b>Total Other Income</b>	<b>0.99</b>
<b>Total Income</b>	<b>2,045.99</b>
<b>GROSS PROFIT</b>	
Expenses	
Admin	
Bank Service Charge	\$ 34.53
Software License	\$ 60.00
Website	\$ 1,875.00
<b>Total Admin</b>	<b>\$ 1,969.53</b>
Payroll Expenses (1099)	
Admin Contract Fees	\$ 594.00
<b>Total Payroll Expenses (1099)</b>	<b>\$ 594.00</b>
Postage	
PO Box Rental	\$ 96.00
<b>Total Postage</b>	<b>96.00</b>

	\$2,659.5
<b>Total Expenses</b>	3
	\$
<b>NET OPERATING INCOME</b>	(613.54)
	\$
<b>NET INCOME</b>	<u>(613.54)</u>