

City of Gresham

Arts and Cultural Assistance Grant Program

For the Fiscal Year 2016/17

Competitive Grant Application Form Apply by November 7th, 2016

Program Mission

The City of Gresham Arts and Cultural Assistance Grant Program is intended to provide support for Gresham based activities or projects that, foster community development, enrich the arts, culture and heritage of the community, and provide for citizen participation and broad-based citizen engagement. The program is designed to support excellence and diversity in art and culture and reflect the diversity of the City for the citizens and visitors of Gresham. It further seeks to develop audiences to sustain the City's culture and heritage, and build community, as well as economic development.

Program Goals and Objectives

Goal:

Provide access to financial support, through a fair competitive process, to a wide range of Gresham-based organizations for programs that will infuse Gresham with arts, cultural and heritage activities that improve exposure to, understanding of, and respect for a diverse range of arts and cultures that engage the community.

Objectives:

1. Support activities that provide exposure to the varied forms of artistic expression in today's society.
2. Encourage collaborations between neighborhood community programs and artists and musicians and the organizations that support them.
3. Encourage cross-discipline and cross-cultural collaborations among artists and organizations.
4. Contribute to developing family strength and cohesion by supporting arts and cultural activities that provide opportunities for the family to participate as a unit.
5. Enhance the City's arts and cultural infrastructure and delivery system by providing artistic project support for established and emerging nonprofit arts organizations.
6. Strengthen and support arts, heritage, and humanities organization and individual artists, musicians, performers and historians.
7. Promote activities that tell and build upon the stories of the City of Gresham.
8. Promote projects that will be visible in the community.

Arts and Culture Grant Categories

- Instrumental and vocal music
- Community and professional theater
- Festivals and parades
- Dance
- Folk arts
- Literature
- Media arts
- Painting
- Sculpture
- Photography
- Museums/art
- Museums/non-art classes and workshops
- Heritage and preservation of Gresham's history
- Other arts related to the presentation, performance, execution and exhibition of these major art forms.

2016/17 Funding Priorities

Specific funding priorities are assessed and reviewed annually.

1. **Creative people and organizations** – strengthen and support arts, heritage and humanities organizations and individual artists, performances and historians.
2. **Heritage and History** – tell and build upon the stories of the City of Gresham
3. **Participation in the Arts, Heritage and Humanities** – develop audiences to sustain culture and community building, as well as economic development.

Grant Awards

The grant program is a competitive process see (see Eligibility Requirements for qualifications). The maximum amount of the grant award will not exceed 30% of the total annual Arts and Cultural Assistance Grant Program budget. Applicants should not assume proposals will be funded at the requested amount. Each grant request is evaluated based on the information provided in the application. Awards are granted on an annual basis from funds that are made available through the City's annual budget adoption process. The funding for 2016/17 is \$12,500. Maximum award is \$3,750.00. All funds must be expended by June 30, 2017.

Eligibility Requirements

1. Fund a program or project that serves residents within the City of Gresham and within the City's legal authority.
2. Be a non-profit organization, or an individual residing within the city limits who has partnered with a non-profit organization for their project, and meets the following criteria:
 - Be registered as a nonprofit organization with the State of Oregon and have or be applying for Internal Revenue Service (IRS) 501(c)(3) status and, be physically located within the Gresham city limits. Proof of IRS status must be provided with application.
 - Have a functioning board of directors.
 - Have business offices located within Gresham city limits. PO Boxes alone are not acceptable.
3. Address at least one of the public benefit areas identified in the grant program objectives.
4. Fund a project that would not otherwise have access to other City funds.
5. Application must demonstrate financial need.
6. **The organization must demonstrate additional support from sources other than City funds.**
7. **Grant requests can only amount to a maximum of 50% of the entire proposed project costs.**
 - All grant money awarded must be fully matched. The applicant must provide half or more of the total project cost in cash or a combination of cash and in-kind contributions from other sources, identified in the budget section of the grant application.
 - In-kind contributions refer to the donation of facilities, supplies, equipment, and services whose monetary value can be determined and that are necessary to the project and would otherwise need to be purchased or rented by the applicant.

What is not funded

1. Scholarships, fellowships or tuition assistance
2. Direct grants to individuals. All grants must be to a non-profit organization.
3. Costs incurred before the start of the funded project
4. Capital expenditures above \$500 (see definition below)
5. Applications to reduce existing deficits
6. Activities outside the City of Gresham
7. Competitions or pageants
8. Fund-raising events
9. Hospitality costs
10. Publication of manuscripts or compositions not created as part of a grant-supported project or program

11. Events not open to the City of Gresham general public
12. School programs traditionally part of the academic curriculum
13. Projects or activities that are primarily religious in nature

Capital Expenditures are purchases of real estate, facility or property construction, renovation or repair costs, purchase of equipment related to general operations (such as air conditioning), electrical or communication systems, vehicles, or office equipment.

Evaluation Criteria

Applications will be reviewed by a seven member Committee comprised of a City Councilor, two Citizen Involvement Committee members, two Art Committee members, and two members at large. Their award recommendations will be forwarded to the City Manager for decision. Proposals will be evaluated and reviewed based on information provided in the application which addresses the following areas:

1. *Public Purpose* - achieves a majority of the grant program objectives and provides a creative or innovative approach to meeting funding priorities.
2. *Public Benefit* - Must occur within the City of Gresham
3. *Evaluation Plan* - must be able to demonstrate the impact on the local community by providing information on audience/subscriber demographics, attendance, outreach, and other activities associated with the project.
4. *Partnerships* - may include meaningful and substantive collaborative relationships
5. *Project Management* - a demonstrated ability to carry out the proposed project, including a carefully constructed budget, realistic understanding of all necessary expenses and experience with similar projects.

General Guidelines

1. City funds will generally be advanced to the organization being awarded a grant within 30 days following approval of the City Manager.
2. The City will make grants available without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, political affiliation or other protected characteristic.
3. Within 60 days of the conclusion of the program or project funded by the grant, the grant recipient shall deliver a written report to the Office of Neighborhoods and Community Engagement. The report shall describe the outcome of the funded activity, identify the benefits to the Gresham community and include supporting documentation of how the funds were expended. The Office of Neighborhoods and Community Engagement shall evaluate the results of the funded activity and forward the evaluation to the City Manager.
4. The completeness, timeliness, and thoroughness of the report will be used to evaluate eligibility for future grant requests.

How to Apply

1. Grant applications may be mailed, delivered, or emailed to: City of Gresham Finance Committee
Office of Neighborhoods and Community Engagement
Attention: Lina Sizmin
1333 NW Eastman Pkwy
Gresham, OR 97030-3813
Lina.Sizmin@GreshamOregon.gov
2. The completed grant application must include:
 - Application cover sheet
 - Summary questionnaire describing the grant proposal
 - Budget – how the grant funds will be used in support of proposal
 - Applicant acknowledgement/certification
3. All applications must be received by the Office of Neighborhoods and Community Engagement no later than **November 7, 2016 at 5:00 p.m.** to receive consideration. Late applications will not be accepted. Incomplete applications may be deemed ineligible.
4. If this application is awarded funding, the submission of a complete and executed grant application constitutes a binding agreement between the applicant and the City and applicant, as the grantee shall comply with all terms of this grant, including the Standard Terms and Conditions for Grants.
5. Any questions concerning the Arts and Cultural Assistance Grant process should be directed to the Aaron Abrams, Office of Neighborhoods and Community Engagement, 503-618-2482, aaron.abrams@greshamoregon.gov.

Process Schedule

- Applications available October 3, 2016
- Applications due November 7, 2016 by 5:00 p.m.
- Committee review and recommendations by December 19, 2016
- City Manager decision by January, 2017
- Grant funding distributed Within 30 days of approval
- Status report completed Within 60 days of project completion

City of Gresham
Arts and Cultural Assistance Grant Program
for the Fiscal Year
Beginning July 1, 2016

APPLICATION

(Instructions: Type or print information in space provided, or utilize word processing by duplicating the questions and providing information)

Program/Project Title:

Location of Activity:

Applicants Name (Organization):

Contact Person:

Phone:

Contact Alternate:

Phone:

Mailing Address:

Email Address:

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

APPLICATION

Summary Questionnaire

1. Description of the proposal:

Describe the purpose and specific needs for the community being served and how this project meets the stated objectives for supporting arts, culture and heritage programs within the community.

2. What is the goal of the program or project for which grant funds are sought?

Identify realistic outcomes that you expect as a result of this program or project. Include measurable outcome targets, audience/subscriber demographics, and attendance projections, if available, that can be used as a measure of success upon completion of the program or project.

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

**PROJECT BUDGET
(Complete applicable items)**

- a. If salaries or wages are included in the grant request, a job title and job description should be included with this submission.
- b. Provide details on all materials and services that will be funded from the grant.

Budget Item	Project Budget	Cash or In-Kind Donations Received	Grant Amount Requested (Project budget minus cash or in-kind donations)
Salaries/wages			
Contracted services			
Materials/supplies			
Promotional Advertising			
Rentals/leases			
Other			
Total			

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

Budget

Please identify the source of all cash or in-kind donations received or anticipated for this project or program. List by name of the source and amount to be provided.

Source	Cash Amount	In-Kind Amount

7. What other sources of funding have been or will be pursued?

8. Provide a project timeline delineated by tasks to be performed.

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

Applicant Acknowledgement and Certification

The undersigned grant applicant certifies that the information in this application is true and complete and has been provided for the purpose of obtaining financial assistance from the City of Gresham for the proposal described.

The applicant further acknowledges and agrees to the following:

- Any/all funds distributed under this grant application and program must be utilized solely for the program or project as described in this application.
- Applicant will provide an accounting relating to the use of all grant funds received upon request of the City, and shall retain all relevant financial records relating to the project/program for which grant funds were received for a period of not less than three (3) years from the competition of the program/project.
- Applicant (or an individual who has partnered with a non-profit organization) may be liable for misuse of grant funds.
- The City will not be responsible or liable in any way for injury or damage to third parties or property resulting from the conduct or actions of the applicant or agents of the applicant relating to the program or project funded under this grant.
- Applicant agrees to indemnify and hold the City harmless for any/all claims arising out of the activities funded under the terms of this grant.
- If applicant is awarded funding, applicant shall be the Grantee and comply with all terms of this grant, including the Standard Terms and Conditions for Grants.

Applicant Signature: _____ Date: _____

Print Name: _____ Title: _____

**CITY OF GRESHAM
ARTS AND CULTURAL ASSISTANCE GRANT PROGRAM**

**AGREEMENT FOR GRANT FUNDS
Contract No. _____**

(TO BE COMPLETED IF APPLICANT IS AWARDED A GRANT)

This Agreement for Grant Funds is between the CITY OF GRESHAM, a municipal corporation of the State of Oregon (City) and _____ (Grantee). The City's Project Manager for this Agreement is the ONCE Manager.

The City grants to Grantee the sum of \$ _____ for completion of the project described in the Grant Application submitted by Grantee to the City on (insert date) _____. This Grant is subject to the attached Exhibit A, Standard Terms and Conditions for Grants.

GRANTEE

CITY OF GRESHAM, OREGON

Signature

Signature

Date

Date

Name

City Manager or Designee

Title

Title

Address

Gresham City Hall
1333 NW Eastman Parkway
Gresham, OR 97030

City, State, Zip Code

APPROVED AS TO FORM:

Telephone

City Attorney or Designee

EXHIBIT A
STANDARD TERMS AND CONDITIONS FOR GRANTS

- 1. No Third Party Beneficiaries.** City and Grantee are the only parties to this grant agreement and are the only parties entitled to enforce its terms. Nothing in this grant agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.
- 2. Grantee is Independent.** Grantee is not an agent of the City and all personnel used by Grantee in connection with the proposed project by this grant agreement shall be contractors, volunteers, and/or employees of the Grantee and not the City, and shall have no claim against the City for compensation or other benefits, including indemnification, available to the employees of the City.
- 3. Available and Authorized Funds; Termination.** Grantee understands and agrees that City's obligations under this grant agreement is contingent on appropriation or expenditure authority sufficient to allow City to make payments under this grant agreement. In the event sufficient appropriations or expenditure authority is not available, or for any other reason in the discretion of the City, the City may, without penalty or further liability, terminate this grant agreement effective upon written notice to the Grantee.
- 4. Indemnity.** A. Grantee shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Grantee or its officers, employees, contractors, or agents under this grant agreement. B. Neither party shall be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person, on account of personal injuries, death, or property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party. C. Grantee waives any and all statutory or common law rights of defense and indemnification by the city.
- 5. Records Maintenance; Access.** Grantee shall maintain all fiscal records relating to this grant agreement in accordance with generally accepted accounting principles. In addition, Grantee shall maintain any other records pertinent to this grant agreement in such a manner as to clearly document Grantee's performance. Grantee agrees that persons authorized by the City shall have access to such fiscal records and other records that are pertinent to this grant agreement, and that Grantee shall retain and keep accessible all such fiscal records and other records for a minimum of three (3) years, or such longer period as may be requested by the City. Upon request, Grantee shall provide a copy of its annual audit to the City.
- 6. Compliance with Applicable Law.** Grantee shall comply with all federal, state, and local laws and ordinances applicable to the project. The completed project will be open or otherwise made available to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, political affiliation, or other protected characteristic.
- 7. Reimbursement to City.** The City may request reimbursement, and Grantee agrees to reimburse the City, any/all funds distributed to the Grantee if the project is not started or is not completed by the dates, or if the project is not performed in accordance with the purposes described in the grant application.