

**Cultural Events Grant Program Information**

**Fiscal Year 2024-25**

**Application deadline: 5pm Friday, January 31st, 2025**

The City of Gresham Cultural Events Grant Program provides support for Gresham-based activities and

events that nurture community pride and celebrate diversity and culture. The City of Gresham is one of the most diverse communities in the state, and the Cultural Events Grant funds organizations that support cultural events and programs that involve direct community participation through events and festivals rich in culture, education, and/or heritage.

**Grant Process**

* The grant program is a competitive process.
* Applicants should not assume proposals will be funded or funded at the requested amount.
* Each grant request is evaluated based on the information provided in the application.
* Applications will be reviewed by a volunteer Committee chaired by a City Councilor.
* Priority is given to applicants that best meet the funding goals and that benefit the entirety of the Gresham community.

**Funding**

Awards are granted on an annual basis from funds that are made available through the City’s annual budget adoption process. The total program funding for 2024-25 cycle is $26,500. The maximum award per recipient is $7,950 (30% of the total Cultural Events Grant Program budget). All funds must be expended by June 30, 2025.

**Eligibility Requirements**

1. Fund a project or event that would otherwise **not** have access to other City funds or grant opportunities.
2. Fund a program or event that serves residents within the City of Gresham and within the City’s legal authority.
3. Be a non-profit organization registered with the State of Oregon and have or be applying for Internal Revenue Service (IRS) 501(c)(3) status and have business offices within the Gresham city limits. **PO Boxes alone are not acceptable.** -OR-
4. Be an individual residing within the city limits who has partnered with a non-profit organization as a fiscal sponsor for their project.
5. Have a functioning Board of Directors. A list of current board members, including contact information, is required as part of the application.
6. The event must provide opportunities of exposure to varied forms of cultural enrichment.
7. Address at least two of the public benefit areas identified in the Grant Program objectives:
   1. Promote activities that tell and build upon the stories of Gresham as a community.
   2. Promote events that will be visible in the community.
   3. Promote events that support improved outcomes for underrepresented communities and/or celebrate diversity and/or culture/heritage.
8. Fall within at least one of the Grant categories:
   1. Performing arts: community and professional theater, instrumental and vocal music, dance
   2. Festivals or parades
   3. Educational events
9. Application must demonstrate financial need.
10. **The organization must demonstrate additional support from sources other than City funds.**
11. **Grant requests can only amount to a maximum of 50% of the entire proposed project costs.**
    1. 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. These sources must be identified in the budget section of the Grant Application.

* 1. In-kind contributions refer to the donation of facilities, supplies, equipment, or services whose monetary value can be determined and that are necessary for the project and would otherwise need to be purchased or rented by the applicant.

**What is not funded**

1. Fellowships or tuition assistance.
2. Projects utilizing other City of Gresham funding.
3. Multiple projects from same non-profit.
4. Direct grants to individuals. All grants must be to a non-profit organization.
5. Costs incurred before the start of the funded project.
6. Capital expenditures above $500; real estate purchases; 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).
7. Applications to reduce existing deficits.
8. Activities outside Gresham city limits.
9. Competitions or pageants.
10. Hospitality costs (food, beverage, labor).
11. Publication of manuscripts or compositions not created as part of a grant-supported project or program.
12. Events not available to the City of Gresham public.
13. School programs traditionally part of the academic curriculum.
14. Projects or activities that are primarily religious in nature.
15. City of Gresham permits required for completion of the project.

**After you submit your proposal**

1. The Cultural Events Grant volunteer committee, City Councilor and staff liaison will review applications
2. City funds will generally be advanced to the organization being awarded a grant within 4-6 weeks following approval of the Committee.
3. 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 class.

**Completion Reports** The project coordinator must submit the provided Completion Report within thirty (30) days of completing the grant project/program.

**Note:** Failure to submit a completion report, or fulfill any of the stated requirements, may result in disqualification from future grants.

**Application Information**

Projects submitted for funding must directly benefit Gresham residents. The City of Gresham is not responsible for any costs incurred in preparing an application/proposal. Funding will be provided up-front in a lump sum payment. Projects must occur during the timeframe specified in the grant agreement.

**How to Apply**

1. Grant applications may be mailed or delivered to:

City of Gresham

Attn: Anna Snyder, Community Engagement

1333 NW Eastman Parkway; Gresham, OR 97030

Or emailed to: Anna.Snyder@greshamoregon.gov

1. All applications must be received no later than January 31st, 2025, at 5pm to receive consideration.
2. Late applications will **not** be accepted. Incomplete applications may be deemed ineligible.
3. If the applicant is awarded funding, the submission of a complete and executed Grant Application constitutes a binding agreement between the applicant and the City of Gresham. The grantee shall comply with all terms of this grant, including the Standard Terms and Conditions for Grants.
4. Questions? Contact Anna Snyder via phone at 971-930-5411 or by email at [Anna.Snyder@greshamoregon.gov](mailto:Anna.Snyder@greshamoregon.gov)

**Cultural Events Grant Application**

**for Fiscal Year 2024-25**

1. **PROGRAM INFORMATION**

Program/Project Title:

Location of Event:

Applicant’s Name (If working with a fiscal sponsor, please also list the organization’s name):

Mailing Address (If a PO BOX, please include the physical address of program within Gresham City limits.):

**Main Contact Person:**

**Email Address:**

**Phone:**

**Alternate Contact Person:**

**Email Address:**

**Phone:**

Please attach a copy of active 501(c)(3) documentation.

Please attach a list with your Board of Directors’ names and contact information. Please also include a copy of the notes from their most recent meeting.

Please mark all ways your proposed project will support or benefit the Gresham community:

* Promote activities that tell and build upon the stories of Gresham as a community.
* Promote projects that will be visible in the community.
* Promote projects that support improved outcomes for underrepresented communities and/or celebrate diversity and/or culture/heritage.

1. **PUBLIC PURPOSE:**

**The program should support cultural events that involve direct community participation, including underserved communities, and/or festivals and events rich in culture and heritage.**

Describe your proposed event, and how this project meets the stated objectives for nurturing community pride and celebrating diversity and culture within the community.

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 your project. Include measurable outcomes, the audience or subscriber demographics you’re trying to reach, and the number of attendees you expect, if available, that can be used as a measure of success upon completion of the program or project.**

1. **PUBLIC BENEFIT:**

**The program must benefit the Gresham community**

Describe how the program/project will benefit the Gresham community, and what demographics and populations will be served.

1. **PROJECT MANAGEMENT:**

**Applicants must demonstrate the ability to carry out the proposed project, including a realistic budget and experience with similar projects.**

Provide a project schedule including start and end dates, as well as major milestones. Projects must be completed by June 30, 2025.

Are there any key partners that will help make this program successful? Please list them below.

How will the community be notified about the activity?

Briefly describe the applicant’s experience with similar projects.

**Cultural Events Grant**

**PROJECT BUDGET**

**(Complete all items that apply to your event plan.)**

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** |  |  |  |

**OTHER FUNDING**

**Please list by name where other funds are coming from, including all cash or anticipated in-kind donations or other potential grant funding for this project or program. List by name of the source and amount to be provided.**

|  |  |  |
| --- | --- | --- |
| **Source** | **Cash Amount** | **In-Kind Amount** |
|  |  |  |
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**APPLICANT AGREEMENT AND CERTIFICATION**

The undersigned grant applicant (“Grantee or 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 (“City”) for the proposal described. The Applicant further acknowledges and agrees to the following:

* Grantee acknowledges that the City may grant funds up to the amount requested in this Grant Application for completion of the project described in this Grant Application.
* Any/all funds distributed under his grant application and program must be utilized solely for the program or project as described in this application.
* Grantee will use all distributed funds within the fiscal year the funds were disbursed, unless approved in writing by the City Manager or designee.
* 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 Exhibit A, the Standard Terms and Conditions for Grants.

**APPLICANT / GRANTEE** (TO BE COMPLETED BY APPLICANT WHEN SUBMITING APPLICATION)

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITY OF GRESHAM / GRANTOR** (TO BE COMPLETED BY CITY IF APPLICANT IS AWARDED GRANT FUNDS)

Grant Amount Awarded: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_City Manager or Designee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED AS TO FORM**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_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. In the event, Grantee is an advisory committee established by a City ordinance, the Gresham Revised Code, or created by legislative action of the City’s Council, this provision shall not apply to City staff assigned to the advisory committee. However, this provision applies to all volunteer advisory committee members and all other personnel used by the Grantee in connection with the proposed project.
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.** 
   1. 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.
   2. 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.
   3. 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.
8. **Transfer or Assignment.** A party may only transfer or assign their rights or responsibilities under this Agreement with the prior written consent of the other party to this Agreement.
9. **Choice of Law.** The laws of the State of Oregon shall govern all matters arising out of or relating to this Agreement.