

Oregon City Arts Commission

Grant Application – Small and Large Grant Proposals

Thank you for your interest in supporting the arts in Oregon City. We welcome proposals from individuals and organizations that are based in Oregon City, for the public benefit of the Oregon City community, surrounding communities and project partners.

Grant funding is available at two levels:

The Arts Commission Small Grant - \$250 - \$2,499
The Arts Commission Large Grant - \$2,500 - \$10,000

This application may be used for both grant levels. Please indicate the requested amount of grant support in Question Four below.

- Applications are due on April 28, 2023 before 5 pm -

You may access a grant application at orcity.org/community/arts-commission-grant-program-2023. You may also pick up an application at City Hall.

If you would like assistance in applying for an Arts Commission Grant, please contact Ann Griffin at agriffin@orcity.org.

Si desea ayuda para solicitar una pequeña subvención de la Comisión de las Artes, comuníquese con Ann Griffin en agriffin@orcity.org.

Purpose: The Oregon City Arts Commission exists to make the arts an essential part of every citizen's life by assisting artists and arts organizations and to promote the arts. The Arts Commission recognizes that the arts reinforce the overall quality of life in Oregon City and that they directly contribute to the vitality of the local economy.

Arts Commission Vision: The Oregon City Arts Commission acknowledges the past, fosters the present and envisions a future where the arts are celebrated as a vital force that brings joy and builds community. We strive for a thriving, culturally enriched, sustainable arts ecosystem that creates connection to place, economic prosperity, and centers on diversity, equity and inclusion.

Eligibility: The individual or organization applying for this grant must be based in Oregon City. All projects and activities funded by an Arts Commission Grant must be open and accessible to

the public. Please read the Arts Commission Grant Guidelines for more information on project eligibility.

Deadline: Grant proposals should be received by 5:00 pm Friday, April 28. Applications are available online at orc city.org/community/arts-commission-grant-program-2023. Paper copies of the application are available at City Hall, 625 Center Street, during normal business hours.

Public Safety and Insurance: Please review the Public Safety and Insurance section of the Oregon City Arts Commission Grant Program Guidelines. Grant recipients are required to sign a liability waiver and release of indemnity statement. The statement will also indicate that the grant recipient has evaluated possible public safety concerns that may result from the execution of their art project and has taken the necessary steps to address them.

1) NAME. What is the name of the organization or individual applying for this grant?

1A) Please check if you are an individual or organization:

Individual

Organization

1B) What is the name of your project? _____

1C) The Arts Commission Arts Grant supports art projects in Oregon City. Where in Oregon City will this project be located/take place?

2) CONTACT. Please share your contact information with us.

Address _____

Phone _____

Email _____

3) PROJECT. Please describe the project that you would like to support with this grant.

3A) What is the timeline for your project? Please include the beginning and end dates for your work. If you are applying to support an event(s), please tell us when the event(s) will occur.

4) GRANT REQUEST.

Which grant size are you applying for (pick one):

The Arts Commission Small Grant - \$250 - \$2,499
 The Arts Commission Large Grant - \$2,500 - \$10,000

4A) What dollar amount are you requesting?

5) How do you plan to promote the project?

6) Please review the Oregon City Arts Commission Vision above. How does the proposed project advance this vision?

7) **BUDGET.** Please complete the Proposed Project Budget. You should include the Arts Commission Grant as a source of income.

Large Grant Applications – Please answer Questions 8 and 9. If you are submitting a Small Grant proposal, you do not need to answer these questions.

Match Requirement for Large Grant Proposals – Large grant proposals need to document a 10% funding “match.” A match may be funds received from a different grant, funds that the applicant has already raised, or it may be an “in-kind” match. An “in-kind” match is a material or service that is donated to the project. For example, if you are painting a public mural and someone donates the paint and other supplies to the project, you may estimate the dollar value of these supplies and include that as a match.

A project with a total project budget of \$5,000 would require a 10% “match,” or \$500. Please note that the value of Volunteer Time may also be counted toward a match. For example, if you need 4 volunteers to successfully run your activity, then their time may be counted toward the match. The standard hourly rate for volunteer labor is \$27.20 per hour. For skilled volunteer time, such as something provided by a carpenter, please use an hourly rate that is consistent with that profession.

Example: You estimate that 4 volunteers will be needed to distribute programs and collect tickets.

$$(4 \text{ volunteers}) \times (3 \text{ hours}) \times \$27.20/\text{hour} = \$326.40$$

8) TEAM. Please describe your project team. Who will be involved in implementing the project? What experience do they have with similar projects? What other relevant skills and experience does your project team have?

9) What else would you like the Oregon City Arts Commission to know when reviewing your grant proposal?

Oregon City Arts Commission Proposed Project Budget

Project Name: _____

NOTE: If you are applying for an Arts Commission Large Grant (a grant of \$2,500 or more), please remember to include information about your project match. If you have questions, please contact Ann Griffin at agriffin@orccity.org or 503-974-5517.

I. Income (Sources of Funds)

Please list your anticipated sources of support for your project. Your budget should include all funding sources, in addition to the Arts Commission Grant.

Please include an estimate of the in-kind donations that will support your project. In-kind donations include volunteer hours, donated space, donated materials and other goods and services that are given to the project at no cost. Volunteer hours may be estimated at \$18 per hour for general work, or at an hourly rate that is consistent with a given profession (skilled tradesman, etc.) Estimates are fine. You may add an additional sheet of paper as needed.

Source	Dollar Amount
Arts Commission Grant	
In-Kind Match	Estimated Value
Total Estimated Income	

II. Expenses (Uses of Funds)

What expenses are needed for you to successfully complete the project? You may add an additional sheet of paper as needed.

Item	Dollar Amount (estimate)
Total Estimated Expenses	

The value of your Total Estimated Income should be greater than the value of your Total Estimated Expenses. If this is not the case, please explain how you plan to make up the difference.