Polk County Cultural Coalition (PCCC) 2026-27 Grant Application Guidelines

The mission of the Polk County Cultural Coalition is to encourage and support projects and activities in the arts, heritage, and humanities that relate to the **priorities** of the PCCC Plan (see below).

Priorities:

- Protect existing cultural assets
- Focus on young people; help them to experience a variety of cultural venues
- Help overcome barriers to participating in cultural events and activities

Funds for PCCC grants come from the Oregon Cultural Trust. Applications for PCCC grants do not disqualify direct applications for funding to the Oregon Cultural Trust or other organizations.

Note: Please review the materials on the Oregon Cultural Trust website at www.culturaltrust.org and the Polk County Cultural Coalition website at www.wou.edu/wp/pccc before applying.

Grant Awards

In November 2026 the PCCC will make the 2027 grant application forms available for projects occurring between March 1, 2027 and December 31, 2027. Grant awards from PCCC will range from $500 to $3000 each. **Applications must be received by December 31, 2026**. Applicants **must** provide information about matching resources, either in-kind or cash.

Eligibility

Applications will be accepted only for cultural projects and activities which **involve residents of Polk County**. Applicants must be IRS-designated 501(c)(3) non-profit organizations or be working with one. If you are not an IRS 501(c)(3) organization, you must partner with one that is willing to handle the grant funds for you, i.e., a fiscal agent. Note that schools and cities, while non-profit, are not 501(c)(3) organizations and will require a fiscal agent to participate. Individuals who apply must have an IRS-qualified fiscal agent/partner.

How to Apply

Applications will be accepted by email and must be received by **December 31, 2026**. A completed application will include a 2027 Polk County Cultural Coalition Cover Sheet (see below), along with the typed or legibly printed narrative and a copy of the fiscal agent's current IRS 501(c)(3) determination or affiliation letter. Supplemental materials (references, letters, brochures, videos, etc.) may be submitted but will not be returned and will become part of PCCC's archival materials.

Late applications will not be considered for funding in the primary grant cycle. These proposals and other proposals not submitted in the primary grant cycle may be considered for funding in a secondary grant cycle if funds remain for that purpose.

Applications may be emailed to: Polkcountycc@gmail.com

Review Criteria
Applications will be evaluated based on how well the proposed project or activity addresses the **priorities** of the Polk County Cultural Coalition Plan (see above). Collaboration with other agencies is encouraged. Projects must address at least one or more of the three **priorities** listed at the beginning of these guidelines. Projects must be completed within one year and may not begin until grant funds are received.

Review Process
Applications for funding will be reviewed by the members of the Board of the Polk County Cultural Coalition beginning **January 15, 2027**. PCCC Board members will make a final determination of grant awards, and decisions and amounts will be announced shortly afterward. Funds will be distributed in **February 2027**.

Final Report
Grant recipients **must** submit a final report to the Polk County Cultural Coalition within 30 days of project completion. No further grants will be made to grant recipients who do not file a final report with the Polk County Cultural Coalition.

If the project is not complete by the end of the calendar-year grant cycle, a request for an extension, indicating reasons for the extension, must be sent to the address above.

Further Information
Questions concerning the application process should be directed to:
Please type **PCCC** in the subject line.

POLK COUNTY CULTURAL COALITION

Fostering and promoting the arts, culture, heritage, and history in Polk County.

2027 GRANT APPLICATION – COVER SHEET

project Title: _____

Start date: _____**Completion date:** _____

Applicant Organization Information

Is the applicant organization an IRS-designated 501(c)(3) organization? Yes ☐ No ☐

Applicant organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ email: _____Website: _____

Authorized official of applicant organization and title _____

Signature of authorized official: _____ Date:_____

Fiscal Agent Information (applicable only if applicant organization is not a 501 (c)(3) organization)

Name of fiscal agent used for the project: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____ Website: _____

Authorized official of fiscal agent and title _____

Signature of authorized official: _____ Date:_____

Project Director Information

Project director: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Signature of project director: _____

Project Information

Total Project Budget: $_____

PCCC Grant Request: $ _____ Amount of Match: $_____

Estimate of the number of people to be served if the project is funded _____

Instructions for Project Narrative:

Please limit narrative to three single-sided pages, double-spaced, 12-point type. If additional information is needed for review, a representative of the Polk County Cultural Coalition will contact you. Your narrative **must include the following, clearly identified sections**.

A **Proposed project or activity.** Describe project or activity in detail and include anticipated timelines, location, target audience and participants; include a brief description of the organization or group responsible for the project and a statement of the organization or group purpose and mission.

B **Relationship of project to Polk County Cultural Coalition priorities** (listed in Grant Application Guidelines).

C **Objectives of the proposed project or activity.**

D **Methods for measuring success of project or activity and achievement of goals.**

E **Project Budget.** Provide details about expenditures and the source of other funds, including cash and in-kind donations. If the grant supports an ongoing activity, explain how it will be funded in the future.

Project Submission:

Attach a copy of your organization's IRS determination letter indicating 501(c)(3) status or that of your fiscal agent/partner.

Email completed applications to: Polkcountycc@gmail.com

Final Report:

A final project report must be submitted to the Cultural Coalition within 30 days of the specified completion of the project. The report must include:

1. A detailed accounting of the funds provided and expended
2. An evaluation of how the project met the stated objective(s)
3. An enumeration or estimate of the number of participants
4. Signatures of the same or comparable representatives that signed the cover letter for the project application

If the project is not completed by the end of the calendar-year grant cycle, a request for an extension, indicating reasons, must be sent to the address listed above. If a final report is submitted in a timely manner, the organization or group that received the funding will no longer be eligible for PCCC grants.