



## **Arts, Culture & Heritage Commission Staff Report**

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**Date: January 21, 2026**

**From: Erika Valentine, Arts & Culture Program Coordinator**

**Subject: Community Cultural Events & Programs (CCEP) Grant Review**

### **Grant Review Reminders:**

**As you review the grants you should consider the following:**

- Does the application meet the criteria of the CCEP Grant as outlined in the Grant Guidelines document?
- Does the budget provided describe how the funds will be spent?
  - Budgets should be detailed, not generalized, and clearly explain how awarded funds are going to be used.
- Does the application and project have a reasonable timeline for completion?

### **Directions and process for the Grant Review process during the January 21<sup>st</sup> ACHC meeting:**

- ACHC members should read the grant applications and grant guidelines prior to the meeting.
  - Applications should not be discussed with ACHC members ahead of the public meeting.
- Once the meeting begins, the applicants will have 3 minutes to tell the ACHC about their project.
- After their 3 minutes, the ACHC will have the opportunity to ask any clarifying questions.
- Following the Q & A, ACHC members will have an opportunity to discuss and share their thoughts/comments.
- Once all comments are shared, ACHC members will need to decide if they want to award the available funds and how much to each applicant.
- This has typically been done with one member making a suggestion, others having an opportunity to comment or suggest an adjustment.
- At a point when the ACHC appears to be on the same page, a motion to award grant funds will be needed. A “second” of that motion will also be needed. At that time an opportunity for discussion is allowed before taking a vote on the motion. If the vote passes, the process is complete. If the vote does not pass, another motion will be needed and the above process repeated until a passing vote is accomplished.

The ACHC’s recommendation by way of their motion would then get forwarded onto City Council for final approval. City Council is scheduled to approve the ACHC’s recommendation at the February 19<sup>th</sup>, 2026 City Council Meeting.

### **Attachments:**

Grant Guidelines  
Cover Sheet

### **Applications**

Charbonneau Arts Association  
Korean War Veterans Association – Oregon Trail Chapter 72  
Oregon Old Time Fiddlers' Association District 7  
Rotary Club of Wilsonville  
Wilsonville Choral Arts Society  
WilsonvilleSTAGE