



Arts, Culture & Heritage Commission Staff Report

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 be thinking about:

- 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?

How the review process will work:

- ACHC members should read the grant application 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 they may have.
- 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.
- 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.

Attachments:

1. Grant Guidelines
2. Cover Sheet
3. Charbonneau Arts Association Application
4. Wilsonville Rotary Foundation
5. Wilsonville STAGE