



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

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**Date: March 15, 2023**

**From: Brian Stevenson, Recreation Program Manager**

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

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

### **Recommended Action:**

Review the CCEP Grant information including but not limited to guidelines, rubric, applicant presentation process, etc. in order to be well prepared for the official grant application review meeting taking place in April where the ACHC will be making recommendations on the disbursement of funds.

### **Background:**

The CCEP Grant has replaced the Community Tourism Grant which for the last 20+ years, has funded ongoing community events such as the Wilsonville Arts Festival, the Wilsonville Summer Concert Series, and Fun in the Park, as well as funded other arts, culture, and heritage related programs. Given the applicant and award history of the previous grant, staff's intention was to not completely start over with the purpose of the CCEP Grant, but rather to make subtle adjustments to tighten the scope in order to focus funding in support of arts, culture, and heritage programs.

The grant focus and types of projects to be considered was intentionally created to be wide-ranging and purposely open-ended.

The summary listed online is as follows: Wilsonville Non Profit Organizations are encouraged to apply to the 2023 Community Cultural Events & Programs (CCEP) Grant. The grant is intended to aid local Non-profits to produce projects, programs, or events that promote arts, culture, history and heritage; and for festivals and special events for the benefit of the Wilsonville Community. Funding for this grant program is \$25,000 (total) – which is disbursed to multiple organizations. The City of Wilsonville's Arts, Culture and Heritage Commission will be reviewing applications to make recommendations to the City Council according to the criteria and the intent of the grant program. The funds are made available from the City of Wilsonville General Fund.

At the July 20, 2022 ACHC meeting, the Commission extensively discussed the grant as it will be administered by the ACHC. A motion was made to approve the focus and types of projects to be considered as part of the CCEP Grant as well as to direct staff to complete the grant application to ensure projects submitted meet the ACHC's desired outcomes.

The retooled CCEP Grant was approved with City Council at their November 21, 2022 meeting.

The grant materials were posted online in January. Staff has marketed the grant opportunity on City social media, Boones Ferry Messenger, local/state Arts Organizations, as well as emailed to previous applicants. The deadline for Submission is March 22, 2023.

The CCEP Grant review will take place on April 5, 2023 at 6:00pm.

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?
  - How does information provided contribute to the items on the Scoring Rubric?
- 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, and complete their scoring rubric. The rubric can be adjusted once ACHC members hear the presentation from the applicant and go through the Q and A session.
  - Applications and scoring should not be discussed with ACHC members ahead of the public meeting.
  - Questions regarding the application should be directed to City staff.
- Once the meeting begins, the applicant 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. As a Commission, please limit this Q & A to 5-10 minutes per applicant (if you don't have any questions, that's ok too).
- 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:**

CCEP Grant Guidelines

CCEP Grant Application

Commission Scoring Rubric