

**RESOLUTION NO. 3007**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE ARTS, CULTURE, AND HERITAGE COMMISSION TO ADMINISTER AND RECOMMEND FUNDING OF THE COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT.**

WHEREAS, the Wilsonville City Council has identified Council Goals including elevating the City's efforts around arts and culture; and

WHEREAS, projects, programs, and events that promote arts, culture, history, and heritage; as well as festivals and special events, increase the City's livability and stimulate participation in local culture; and

WHEREAS, the City receives requests for funds to assist local non-profit groups and anticipates more requests in the future; and

WHEREAS, a formal mechanism for awarding funds to assist arts, culture, heritage, and history projects would best ensure access to funds for all community groups; and

WHEREAS, the Arts, Culture, and Heritage Commission is well-rounded, with an understanding of the funding needs of local arts, culture, and heritage groups, and shares a desire to create a diverse and thriving community; the Commission is well positioned to administer the review process and make funding recommendations for the Community Cultural Events and Programs Grant; and

WHEREAS, the adopted 2022-2023 City of Wilsonville Budget appropriated \$25,000 for Community Tourism Grants; these funds shall be re-allocated to the Community Cultural Events and Programs Grant;

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The above recitals are incorporated, as fully set forth herein, as findings of the City Council.

2. The City Council authorizes the Arts, Culture, and Heritage Commission to administer the review process and make funding recommendations for the Community Cultural Events and Programs Grant, up to the funding of \$25,000 for the fiscal year 2022/2023, and each succeeding fiscal year thereafter up to the amount the Community Cultural Events and Programs Grant program is funded.
3. The City Council adopts and authorizes the policies and procedures in the Community Cultural Events and Programs Grant Guidelines (Exhibit A) and Community Cultural Events and Programs Grant Application (Exhibit B), attached and incorporated herein, for administrating the awarding of Community Cultural Events and Programs Grant funds. Hereinafter, the Parks and Recreation Department, responsible for administering the program, is authorized to make conforming changes to the policies and procedures and in regards to the stated amount funded, should the budgeted amount for the Community Cultural Events and Programs Grant fund change in ensuing fiscal year budgets, and to make such changes in the procedures as it determines may provide more efficient administration of the funds.
4. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21<sup>st</sup> day of November 2022, and filed with the Wilsonville City Recorder this same date.

DocuSigned by:  
*Julie Fitzgerald*  
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\_\_\_\_\_  
JULIE FITZGERALD, MAYOR

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
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\_\_\_\_\_  
Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Excused
Councilor Lehan	Yes
Councilor West	Excused
Councilor Linville	Yes

EXHIBIT

- A. Community Cultural Events and Programs Grant Guidelines
- B. Community Cultural Events and Programs Grant Application

## **EXHIBIT A**

### **City of Wilsonville** **2022 Community Cultural Events and Programs Grant Guidelines**

#### **Purpose**

The grant is intended to aid Wilsonville non-profit organizations 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. The grant program seeks to stimulate participation in local culture.

#### **Types of Projects To Be Considered**

- A new project or event that would further arts, culture, history, or heritage for the benefit of the Wilsonville community.
- An annual Wilsonville event with the introduction of new or expanded attractions or partners that engages Wilsonville's artists, craft persons, and creatives.
- Media advertising, public relations, or marketing campaigns/projects in support of arts, culture, history, or heritage projects or events.
- Program improvements that increase access to arts, culture, history, and heritage for special populations, including newcomers to Wilsonville, low-income residents, ethnic minorities, and others that may not feel included in community life.

#### **Applicant Criteria**

- 1) Applicant must be a qualified tax exempt or non-profit organization.
- 2) Only one City grant per fiscal year (July – June) will be awarded to any one organization.
- 3) Project/event must take place within the Wilsonville city limits.
- 4) An organization that is awarded a grant will only be considered for a grant in future funding cycles if the previously awarded grant project has been completed and complied with grant procedures, including filing a final financial statement and project evaluation.

#### **Funding**

Funding for this grant program is \$25,000, which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville general fund.

### **Process**

The online application for the City of Wilsonville Community Cultural Events and Programs Grant will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the meeting of the City's Arts, Culture, and Heritage Commission to make a brief presentation. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service, or program, not to recap or review your written material.

This meeting is scheduled on: \_\_\_\_\_

- Please be sure that your request satisfies the conditions of the grant and that you provide all the information requested. Incomplete applications will not be considered.

### **Evaluation Criteria**

The City of Wilsonville's Arts, Culture, and Heritage Commission will review applications and make funding recommendations to City Council according to the criteria and the intent of the grant program.

### **Items to Address in Application**

- 1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.
- 2) The project must demonstrate potential to further arts, culture, history, or heritage. Consideration will be given to the uniqueness and quality of your project.
- 3) Projects receiving grant funds must be completed by December 31, 2023.
- 4) The project must provide evidence of equal matching resources other than the grant.
  - Matched resources may be in the form of in-kind donations or cash.
  - Matching funds must be documented and must be committed prior to the distribution of grant funds.
- 5) Annual events must show continued access to additional supporting funds other than City resources.

### **Important Financial Information**

- 1) The total maximum amount to be granted is limited to \$25,000. Full funding is rare due to the number of applicants competing for the available funds.
- 2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.

- 3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.
- 4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- 5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served.

If you have any questions, please contact:

Brian Stevenson, Program Manager – Parks and Recreation Department

(503) 570-1523

[stevenson@ci.wilsonville.or.us](mailto:stevenson@ci.wilsonville.or.us)

**EXHIBIT B**

**CITY OF WILSONVILLE – 2022/2023**

**COMMUNITY CULTURAL EVENTS AND PROGRAMS GRANT APPLICATION**

**Project  
Title** \_\_\_\_\_

**Applicant  
Name** \_\_\_\_\_

**Registered Tax Exempt  
Number** \_\_\_\_\_

**Street  
Address** \_\_\_\_\_  
Street City State Zip

**Contact  
Title** \_\_\_\_\_

**Address** \_\_\_\_\_  
Street City State Zip

**Telephone** \_\_\_\_\_ **E-**  
**Mail** \_\_\_\_\_

**Project Duration:**

**Start Date** \_\_\_\_\_ **Estimated Completion Date** \_\_\_\_\_



<b><i>TOTAL PROJECT BUDGET*</i></b>		<b>\$ _____</b>
<b>APPLICANT CASH MATCH (a)</b>	<b>\$ _____</b>	
<b>IN-KIND RESOURCES (b)</b>	<b>\$ _____</b>	
<b>TOTAL APPLICANT MATCH (a+b)</b>		<b>\$ _____</b>
<b>GRANT REQUEST</b>		<b>\$ _____</b>

*\*Provide detail on budget page*

*\*"Total Applicant Match" must be equal to or greater than "Grant Request"*



Total Project Expense	
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**Budget Summary – Continued (This Format Must Be Used)**

**Organization Budget:**

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: \_\_\_\_\_ to \_\_\_\_\_

Income Sources	Amount
Total Organization Income	

Expenses	Amount

Total Organization Expense	

**Project Narrative Questions**

1. Provide a project description *(500 words or less)*
  
2. How will your project promote arts, culture, history, or heritage in Wilsonville? *(250 words or less)*
  
3. How will your project benefit the Wilsonville Community? *(250 words or less)*
  
4. What are your organization's goals for this project? (Use measureable data if possible.)  
How will you know that you succeeded in your goals? *(250 words or less)*
  
5. If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.) *(250 words or less)*
  
6. How are you/your organization suited to produce this project/program? Provide the community resources that will be used, if applicable (volunteers, local vendors, local contributions, etc.) *(250 words or less)*

**Signature and Certification Letter**

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials, and/or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows:

**“This project is made possible in part by a grant from the City of Wilsonville.”**

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Cultural Events and Programs Grant monies to the City of Wilsonville.

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\_\_\_\_\_  
Signature of Authorizing Official

Date

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Print Name of Authorizing Official