



# Community Cultural Grant Program

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## MISSION AND OUTLINE

### Objective

The Community Cultural Grant program of the Valparaiso Human Relations Council (HRC) seeks to support initiatives in the community that further the mission of the HRC in order to increase awareness, appreciation, and dialogue in our community among diverse and traditionally underrepresented groups, including but not limited to race, religion, national origin, age, gender/gender identity, sexual orientation, veteran status, and individuals with disabilities.

### Goals

Through administration of financial grants on a bi-annual basis, the Community Cultural Grant program will provide monetary support to encourage successful initiatives that serve and involve our community.

### Administration

The grant program is funded through the Mayor's Office of the City of Valparaiso, with an initial funding level of \$6000 per year to be disbursed in the form of grants ranging from \$500-\$2000 per project. A committee of 4 individuals appointed jointly through the HRC, ValpoNEXT, and the City Administration shall review grants in March and September, with award notifications and initial disbursements being made in June and December. It is recommended that the grant review committee be rotated on a staggered basis biennially to ensure objectivity and diverse representation (i.e. initial appointments of 2 positions for 1 year, 2 positions for 2 years, with replacements being nominated for terms of 2 years there on out). Grants will be considered for funding based on the Grant Proposal Guidelines outlined in the following pages.

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# VALPARAISO COMMUNITY CULTURAL GRANT GUIDELINES AND APPLICATION

## Objective

The Community Cultural Grant program of the Valparaiso Human Relations Council (HRC) seeks to support initiatives in the community that further the mission of the HRC in order to increase awareness, appreciation, and dialogue in our community among diverse and traditionally underrepresented groups, including but not limited to race, religion, national origin, age, gender/gender identity, sexual orientation, veteran status, and individuals with disabilities.

## Eligibility

The HRC grant program is open to any individual, incorporated nonprofit, unincorporated association, public school, or for-profit organization so long as the project for which funding is requested serves a nonprofit objective related to education/cultural inclusion. Types of projects that will be considered include events (one-time events or series), speakers, exhibitions, and classes or workshops that are free to the public. Categories funded may include arts, humanities, interpretive sciences, and civic/cultural programming. Priority will be given to new projects or concepts that enhance the quality of life and strengthen our community, and those that encourage collaboration and cooperation between organizations.

Projects must take place within the Valparaiso community, and must match grant requests dollar for dollar from other sources. Municipal agencies that are part of the City of Valparaiso are not eligible, nor are projects that are deemed to have the intent of advancing a particular religion. Funds may not be used for food, alcohol, employee salaries, payment of debts, completed projects, political causes, capital expenditures, or programming that discriminates against any class defined as protected in Valparaiso's Human Rights Ordinance. The HRO will generally not fund multi-year projects, nor will organizations or individuals who have received grants (either as an applicant or a collaborator) be considered within the same calendar year.

Projects must be completed within 12 months of the initial grant award disbursement, with a final report due to the Grant Committee within 60 days of event completion. Applicants who have received grant funding through the program within the past year are not eligible to apply.

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**VALPARAISO HUMAN RELATIONS COUNCIL**

## APPLICANT INFORMATION

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Website:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

## APPLICANT REQUIREMENTS

To apply for an HRC Community Cultural Grant, you must meet the following eligibility and criteria requirements.

**Applicant is (select one):**

- an individual
- an incorporated nonprofit entity  
(  ) check here if you are a registered 501(c)3, and attach a copy of your 501(c)3 letter and most recent 990 form with this application.
- an unincorporated association, business, or group with a nonprofit objective
- a public school, library, or other municipal agency
- a religious organization or school

**I have read the full terms and guidelines of the HRC Community Cultural Grant Program**

## PROJECT INFORMATION

**Project Title:**

**Project Date(s):**

**Project Location(s):**

**Amount Requested from HRC (maximum \$2000):**

**Projected number of people served:**

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## VALPARAISO HUMAN RELATIONS COUNCIL

**PLEASE ANSWER ALL QUESTIONS. Failure to do so will result in your grant being denied.**

- 1. Project summary (Description of who, what, when, where, why this event is important to the Valparaiso Community)**
  - 2. Who is the target audience for this project?**
  - 3. How will the impact of the project be measured and evaluated? (Please describe in detail what measurements will be taken to measure impact of your event.)**
  - 4. How does the proposed project fit the objectives of the HRC and contribute to the cultural diversity of the Valparaiso community?**
  - 5. What is the proposed project location and have the necessary permissions been granted for the proposed project location? If not, is there an alternate location available if the proposed location is not available?**
  - 6. Please describe the supervisory personnel for this project and their qualifications and expertise:**
  - 7. Please describe any other individuals/organizations with which you will collaborate for this project: Tell who they are and how you are collaborating.**
  - 8. Briefly describe the marketing/advertising plan to reach the community, your timeline for implementation, and target audience for this project: (i.e. posters will be distributed...*date*...one month before the event, radio PSA's will be aired daily on ...*date*...one week before the event, etc.)**
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## PROJECT BUDGET

### Expenses

ITEM	AMOUNT
Stipends or Booking Fees for outside personnel	
Space Rental	
Marketing/Promotion	
Supplies	
Other	
TOTAL	

### Income

ITEM	AMOUNT
Donations (This should be your match)	
HRC Grant Request	
Other Grants	
In-Kind	
Other	
TOTAL	

**Note: In-kind can only cover 25% of your total matching funds.**

**Please give an itemized explanation of all of the amounts above, including in-kind amounts and how the matching funds will be raised or obtained. Failure to do so could result in your grant being denied.:**

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## DEADLINES AND REPORTING REQUIREMENTS

All grant proposals are due no later than the midnight on the 15th of the month in March or September. Grant recipients will be notified by the grant committee in June or December respectively of grant award amounts. Successful applicants will be required to sign a grant agreement prior to disbursement of grant monies; 50% of grant amount shall be paid upon signing, and the remaining 50% shall be paid upon completion of a final project and budget report at the conclusion of the funded project. Successful applicants will be required to display the logo and the credit line “Funded, in part with a Valparaiso HRC Community Cultural Grant and the City of Valparaiso.” Logos will be sent to the contact person upon final approval of grant funding from the HRC Community Cultural Grant Committee. A final grant report and budget will be required, showing audience and impact evaluation and final budget figures, within 60 days of the conclusion of the project.

### Signature

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( ) By signing this application I represent that I am authorized to submit this application on behalf of Organization listed in the Application. I have taken reasonable steps to insure the accuracy of the information provided and will provide additional information upon request. I understand that all documents and information provided will be available to the public and nothing submitted will be considered confidential

### Date

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## QUESTIONS AND CONTACTS

All questions about eligibility, grant requirements, and review procedures may be directed to...

[HRCCCommunityCulturalGrant@gmail.com](mailto:HRCCCommunityCulturalGrant@gmail.com)

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