



Regional Arts &  
Culture Council

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Project Grants  
*for individuals & organizations*  
Artistic Focus and Community Participation & Access

2015-16

Intent to Apply Deadline: August 5, 2015 by 5:00 pm  
Electronic Deadline: August 19, 2015 by 5:00 pm

# RACC

## PROJECT GRANT GUIDELINES FY 2015-16

### **RACC MISSION STATEMENT**

To enrich our communities through arts and culture.

### **RACC VISION STATEMENT**

An environment in which arts and culture flourish and prosper.

### **STATEMENT OF NON-DISCRIMINATION OF BOARD MEMBERSHIP, EMPLOYEES & CLIENT SERVICES**

The Regional Arts & Culture Council is committed to building a community in which everyone has equitable access to arts and culture. RACC values diversity, equity and inclusion, and strives to cultivate Board members and employees, as well as provide client services that reflect and represent our region.

RACC maintains a policy of electing individuals to the Board of Directors who reflect the diverse makeup of our communities in terms of professional expertise as well as personal dimensions such as, but not limited to, race, ethnicity, age, gender, sexual identity, disability and socio-economic background.

The Regional Arts & Culture Council is committed to providing services and making resources available to every member of the tri-county, Portland-metropolitan area. We prohibit discrimination against our constituents, employees and applicants for funding or employment on the basis of real or perceived national origin, race, color, age, marital or familial status, sex, sexual orientation, gender identity, gender expression, educational background, disability, religion, political opinion, physical appearance or veteran status.

### Interpretation

Interpretation services available

Servicio de interpretación disponible

Предоставляются услуги переводчика

Có dịch vụ thông dịch

**503.823.5071**

### Contact Info

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OREGON ARTS  
COMMISSION



NATIONAL  
ENDOWMENT  
FOR THE ARTS

*The Regional Arts & Culture Council is supported in part by a grant from the Oregon Arts Commission and the National Endowment for the Arts*

## **INTRODUCTION**

The Project Grant Program provides financial support to Multnomah, Washington and Clackamas County individual artists and non-profit organizations in two (2) categories: Artistic Focus and Community Participation & Access. Applicants apply to present “project-based” arts programming in the tri-county region.

## **DEFINITION OF “PROJECT”**

A project is a specific art presentation, exhibit or creation of work that demonstrates characteristics that have clear benefit and is accessible to the constituency for which it is intended. A project possesses artistic quality, imaginative scope and vision, and is fully executed within a specified timeline. RACC offers funding for Project Grants in the following categories:

**Artistic Focus (AF)** ~ project grants that demonstrate high artistic quality, innovation, creativity in programming and artist selection, and demonstrated ability by the artist or organization.

**Community Participation & Access (CPA)** ~ project grants that support arts programs and services that involve direct community participation, including students in K-12 schools. The project should impact participants by helping to provide them with a greater sense of self, family, community and place through learning and participating in their own artmaking experience.

Individual artists and organizations that are interested in applying for a Project Grant to support work in K-12 schools and create arts-rich learning environments can apply in the Community Participation & Access category.

When applying for a Project Grant, applicants may submit only one (1) application in a project grant cycle (one calendar year) in either Artistic Focus or Community Participation & Access categories. An applicant can request any amount up to \$7,000 and the maximum award amount for any one grant cycle is \$7,000.

## **AMERICANS WITH DISABILITIES ACT CERTIFICATION/ STATEMENT OF NON-DISCRIMINATION**

By submitting an application, the applicant agrees to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, sexual orientation, military status, gender identity and source of income or disability status.

## **GRANT CYCLE**

The grant cycle for Project Grants includes the calendar year period between January 1, 2016 and December 31, 2016. Projects, including all activities that involve the public, must be completed within this time-frame.



## **ELIGIBILITY**

To be eligible for a Project Grant...

### **AN APPLICANT MUST:**

1. Be headquartered/physically reside within the RACC service area, which includes Multnomah, Washington and Clackamas Counties, and be applying for a project that will take place within that area. If awarded a Project Grant, the grantee must continue to be headquartered/physically reside within the Tri-County area for the duration of the grant. Otherwise, the grant will be forfeited. Legal address as shown on income tax return must be within RACC's service area. (Applicants must be able to offer physical proof of residence upon request.)
2. Be applying for a project that falls within the discipline definitions listed on pages 10 & 11 of the guidelines.
3. Adhere to all application requirements listed on page 6 & 7 of the guidelines.

### **AN INDIVIDUAL ARTIST MUST:**

1. Be a professional artist. For the sake of the Project Grant Program, a professional artist is a person generally recognized by his/her peers, critics and other arts professionals as committed to producing art on a regular basis.
2. Be a lead artist in every aspect of his/her project.
3. Provide RACC with a Social Security number and W9-form upon notification that you have been awarded a Project Grant.

### **AN ORGANIZATION MUST:**

1. Be a "not-for-profit" organization. However, IRS 501(c)3 status is not required.  
*RACC would like this program to be widely available to all organizations throughout the tri-county region. Organizations wishing to apply need not be incorporated, formally recognized by the IRS as a public charity (i.e., under 501(c)3 of the Internal Revenue Code), or otherwise officially established as a tax-exempt institution. It must, however, be "not-for-profit" in that the organization's net earnings are not distributed to those who control it.*
2. Provide RACC with a Federal Employer Identification Number. (If you have questions about FEIN's, contact RACC staff.)
3. Have a plan to match the RACC grant request with a **one-to-one match** that may be all cash or a combination of cash and in-kind contributions as detailed below. This one-to-one match must be reflected on the application budget page.

*In general, project budgets with confirmed cash contributions in place at the time of application are more competitive. Additionally, a greater percentage of cash to in-kind in your match will make your grant more competitive.*

*Cash refers to the cash donations, grants and revenues that are expected or already received for this project.*

*In-kind refers to goods and services donated by individuals or organizations such as donated space, supplies/materials, and professional fees. To qualify as matching resources, these same items must also be listed as expenses in the project budget. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Be sure to identify the sources on the application budget page.*

## **INELIGIBLE PROJECTS OR APPLICANTS**

1. Projects which are not clearly accessible to the tri-county public.
2. Projects which are not scheduled to take place in the funding year (January - December, 2016).
3. Fundraising projects.
4. Projects that have already received RACC funding, including the Right Brain Initiative or the Public Art Murals Program.
5. Projects that involve schools affiliated with the Right Brain Initiative. A list of current Right Brain Initiative Schools is [available online here](#).
6. Organizations receiving RACC General Operating Support Grant funding are not eligible to apply.
7. Individual Artist projects being presented by an organization which is receiving RACC General Operating Support Grant funding.
8. Members of RACC staff or board.
9. Schools, school districts, or fundraising organizations (such as PTAs or Booster Clubs) on behalf of schools are not eligible to apply.
10. Fiscal agents or umbrella organizations.
11. Projects which fulfill a curricular or degree requirement for a currently enrolled student.
12. Applications that are incomplete or are not finalized and submitted via RACC's online process by the August 19, 2015, 5:00pm electronic deadline will be deemed ineligible.
13. Applicants that fail to upload all required supplementary materials by the August 19, 2015, 5:00pm deadline will be deemed ineligible.
14. Applicants with incomplete or outstanding grant obligations, including 2015 Project Grants with approved extensions beyond the end of the calendar year.

## **FUNDING RESTRICTIONS**

1. Available funding from the City of Portland, Multnomah, Washington and Clackamas counties will determine awards to applicants headquartered/residing in those counties.
2. Individual artists and art organizations may also apply for RACC Professional Development grants as long as the Professional Development Grant does not directly relate to their Project Grant.
3. No other source of RACC funding can be applied to your Project Grant budget, including the Right Brain Initiative or the Public Art Murals Program.
4. **Project Grant funds may not be used to purchase food or equipment.**

## **APPLICATION REQUIREMENTS & STEPS FOR SUBMITTING**

**Step 1.** All Project Grant applicants must create an account or access an existing account within the GrantsOnline system at [racc.culturegrants.org](http://racc.culturegrants.org).

**Step 2.** All applicants must electronically submit an *Intent to Apply* form by **August 5, 2015 by 5:00pm**. Applicants who do not submit an *Intent to Apply* by this deadline will not be able to submit a Project Grant application. The *Intent to Apply* will be reviewed and approved by RACC staff, and a Project Grant application will be made available to the applicant.

**Step 3.** Prepare your online Project Grant application via the GrantsOnline system. Applicants can print out a draft application at any time by clicking on the “Print FormSet” button located on the My Application Forms tab of their account in GrantsOnline.

**Step 4.** All required **Supplementary Materials** (see pages 6 & 7 of guidelines) **should be electronically uploaded through GrantsOnline on the Support Materials Page** prior to submitting the application.

**Step 5.** Finalize and submit your online, electronic Project Grant application no later than **August 19, 2015 by 5:00pm**. **This is an electronic deadline and all applications must be electronically received online, including the required Supplementary Materials.** Late online applications will not be accepted.

**Step 6.** Once an applicant **finalizes and submits** a Project Grant application online, a PDF version of the final grant application will be made available electronically. **You can save this Master Copy of the finalized grant for your records.** (Changes cannot be made once the application has been finalized and submitted.)

**IMPORTANT:** *Any applicant that needs computer access or assistance with upload of materials should contact RACC staff as soon as possible. For technical assistance please contact Jack MacNichol at 503-823-2928 or [jmacnichol@racc.org](mailto:jmacnichol@racc.org).*

## **SUPPLEMENTARY MATERIALS REQUIREMENTS**

Supplementary materials must be electronically uploaded through GrantsOnline as part of the application submission.

### **ALL APPLICANTS MUST:**

1. Upload one (1) copy of letters or emails from individuals or organizations/businesses (including applicant) verifying their **confirmed in-kind donations** (if any) towards the project. If submitting a letter, it needs to be signed. If submitting an email, it must come from the email address of the donor. The correspondence **must include the market value of the in-kind donation** as recorded on the budget page of the application.
2. If available, submit one (1) copy of recent publicity materials and/or reviews. No more than three (3) samples total.
3. Submit work samples that showcase previous work/programming. At least one (1) work sample is required, with up to three (3) work samples maximum allowed if necessary to showcase different artistic mediums or collaborating artists.

Depending on the applicant's discipline, please submit work samples using the following media: PDF documents, digital images (10 images maximum as 1 work sample), audio files, video files, or website links to online audio or video saved within a PDF document. Total running time should not exceed 15 minutes for all samples combined.

### **PREPARATION OF WORK SAMPLES:**

**Documents:** Submit manuscripts (fiction/non-fiction), plays, screen-plays, poetry, articles, zines and other appropriate literary forms as PDF documents. Label documents with applicant name. Upload description should include name of publication, date and indicate if piece has been published.

**Digital images:** Submit as .jpg or .tif files and total number of digital images submitted not to exceed 10 images per artist (as 1 work sample). Each image is to be listed with artist name and a number from 1-10. Upload description should contain the following in this order: image number, title, year completed, medium and measurements.

**Audio, Video:** Submit as .mp3, .mp4, or .mov files or as website links to online audio or video within a PDF document. Total running time not to exceed 15 minutes for all samples combined. Upload description should contain the following in this order: number for each work, title, year completed, running time, and medium and measurements (if applicable).

**IMPORTANT:** *When formatting your materials, please note that work samples and supplemental materials will be shared and reviewed by panelists electronically.*

*GrantsOnline allows each applicant up to 500 MB of storage for their supplemental materials upload, so please plan accordingly when choosing your files. Accepted formats include .jpg, .tif, .mp3, .mp4, .mov, .doc, .xls, and .pdf.*

*Please refer to the document GrantsOnline FAQ Media found under the Help tab at [racc.culturegrants.org](http://racc.culturegrants.org) for tips on converting videos.*

### **AN INDIVIDUAL ARTIST MUST:**

1. Upload a copy of their current resume. (Resume should be no more than 3 pages.)
2. Upload a resume or bio for main collaborating artist(s), if applicable. (Resumes should be no more than 3 pages.)

### **AN ORGANIZATION MUST:**

1. Upload a one-page document with their Organizational Summary and Mission Statement. (Document should be no more than 1 page.)
2. Upload one (1) copy of Organization's summary budget for the current fiscal year.
3. Upload one (1) copy listing brief biographies of project lead staff and artists.

## **REVIEW CRITERIA**

When crafting your responses to the narrative items, please keep the Project Grant Review Criteria in mind. A panel will apply the following criteria in the review of applications:

### **ARTISTIC MERIT**

1. High quality of project, including excellence in planning, the creative process and the end product
2. Innovation and creativity in programming and artist selection
3. Demonstrated ability of the artists involved
4. Demonstrated ability of the applicant to produce quality arts programming

### **AUDIENCE DEVELOPMENT**

1. Effective and creative promotion of the project and/or distribution of the product
2. Proposed project impact on audience, participants or community
3. Effective strategy to present art form to the widest audience possible

### **FINANCIAL MANAGEMENT & ACCOUNTABILITY**

1. Evidence of fiscal responsibility and administrative competence
2. Diversity and balance of funding sources as evidenced by confirmed contributions towards the project
3. Capacity to meet proposed project's objectives

### **APPLICATION/BUDGET PREPARATION**

Up to 5 points may be deducted from applicant's total score by RACC grants staff for poor grantsmanship. The following criteria are considered when assessing effective grantsmanship:

1. Realistic, accurate and complete project budget
2. Complete set of supplementary materials **submitted by the deadline**
3. History of compliance with previous RACC grant requirements
4. Proposal meets RACC accessibility requirements

## **REVIEW PROCESS**

1. RACC staff will review proposals to determine eligibility, and clarity of application. (See Eligibility on page 4 of guidelines.) Applicants will be notified by email if their proposals are deemed ineligible.
2. A panel will review and rate proposals according to review criteria listed on page 8 of the guidelines.
3. The Project Grant Review Panels will be made up of a cross-section of the arts community of the greater tri-county region. Panelists with a conflict of interest will not be permitted to offer an opinion or score on the applicant in question.
4. Panel reviews will not be open to the public. However, applicants may contact the grants staff to schedule a one-on-one feedback session once award notification letters are sent out.
5. Award amounts will be based on funds available and panel rankings.



6. Final Project Grant award recommendations will be presented to the RACC Board's Grants Review Committee (GRC), and then on to the RACC Board of Directors for final approval.
7. Grant applicants can anticipate notification of grant award status after December 17, 2016.

## **GRANT AWARDS**

The amount of the Project Grant awards will depend on the funds available in the RACC Project Grant budget for that year. The RACC Board may, at its discretion, place limits on the amount it will award to any one grant applicant. The total award will not be less than 75% of the total grant amount requested for each grantee.

**A grantee may receive up to half of their grant in advance by submitting an invoice via RACC's Grants Online system after January 4, 2016. The final balance may only be received once the project is completed and all Final Report/Evaluation Requirements are submitted to RACC through Grants Online.**

## **ACKNOWLEDGMENT (CREDIT TO RACC)**

Project Grant recipients must acknowledge support by RACC (and in some cases Work for Art) in all printed materials such as programs, newsletters and press releases. The RACC logo and the Work for Art logo shall be used when space and format permit. Materials related to an arts event for an arts organization shall credit RACC and Work for Art with "This event was funded in part by the Regional Arts & Culture Council and Work for Art." Materials related to an arts event for an individual artist or other not-for-profit organization shall credit RACC with "This event was funded in part by the Regional Arts & Culture Council." Examples of ways in which RACC support has been acknowledged will be required with all grant final report materials.

## **FINAL REPORT REQUIREMENTS**

At the close of the Project Grant cycle, grant recipients will be required to submit a Final Report and Evaluation (accessed via the RACC GrantsOnline system), along with project documentation in order to receive final payment of their grant. Final reports for Project Grants will be due February 15, 2017.

Project documentation includes materials that are a result of the grant and show acknowledgement of RACC through credit or use of the logo such as copies of brochures, programs, press or publicity, photos or video of the final project public component, and copies of receipts that show eligible expenses and total at least the RACC grant award.

## **RACC GRANT COMPLIANCE**

1. Applicants awarded a Project Grant must complete the grant, including its public component, between January 1, 2016 and December 31, 2016.
2. Applicants must notify RACC of the actual dates of proposed activities, once they have been finalized.
3. If final reporting requirements are not met within 45 days after the grant cycle has ended, the recipient may be required to relinquish their grant award.
4. It is the responsibility of the grant applicant to notify RACC staff by email and in advance of any changes in the grant status.

5. History of non-compliance with previous grant requirements will affect future grant awards.
6. Awardees must continue to be headquartered/physically reside within the Tri-County area for the duration of the grant. Otherwise the grant will be forfeited.
7. Awardees must uphold the commitment to accessibility. In the instance of a violation, grant funds may be terminated and, if appropriate, the issue may be referred for further enforcement.

## **RACC ASSISTANCE**

The RACC grants staff is available to answer questions about the grant process. Additionally, grants staff will read proposal drafts and give feedback to new applicants or applicants who have not received Project Grant funding in the past. **Completed drafts (including a budget) must be ready two weeks prior to the electronic submission deadline. (No later than August 5, 2015.)** If you have a draft ready, please contact the assigned staff via email to schedule a review.

If you have questions during the application process, please contact the following staff:

**Returning applicants** – Helen Daltoso; 503.823.5402; hdaltoso@racc.org

**First time applicants** – Ingrid Carlson; 503.823.5417; icarlson@racc.org

**Technology support** - Jack MacNichol; 503.823.2829; jmacnichol@racc.org

**General information** – call RACC’s main number; 503.823.5111

Interpretation services available, 503-823-5071

Servicio de interpretación disponible, 503-823-5071

Предоставляются услуги переводчика, 503-823-5071

Có dịch vụ thông dịch, 503-823-5071

## **GRANT DISCIPLINES**

Grant disciplines will be used to determine the review panels. RACC grants staff will place applications in the best panel based on the range of applications and panelist qualifications, while taking the applicant’s selection into strong consideration.

**Dance/Movement:** Projects in which the creation and execution of an original dance/movement performance, whether in an historically recognized or contemporary style, is the primary artistic focus. All projects must have a clearly developed plan for a tri-county public component.

**Folk Arts:** Projects involving art forms in any discipline learned one-on-one from families, ethnic, occupational, or other community groups, passed down from generation to generation through a traditional manner. All projects must have a clearly developed plan for a tri-county public component.

**Literature:** Projects which focus on the creation, presentation and distribution of original material that is literary in nature. Publications, readings and compilations of original poetry, fiction, non-fiction, creative non-fiction and play scripts are best suited to this category (for screenplay development, see Media Arts). A clear distribution plan for publications, or clear marketing and outreach for readings, are integral to Literature projects. All projects must have a clearly developed plan for a tri-county public component.

**Media Arts:** Projects dependent on electronic, technology-based work suited to mass media communication and presentation, which is utilized within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included in this category. A selected component of a long-term project will be considered if it meets the expectations of the grant program. A clear marketing plan for projects is integral to this category. All projects must have a clearly developed plan for a tri-county public component.

**Multi-discipline:** Projects in which the work represents or encompasses more than one discipline, in which the disciplines involved are not obviously inter-related. All projects must have a clearly developed plan for a tri-county public component.

**Music:** Projects in which the creation, recording and distribution of original contemporary music from any genre, or the performance of historically recognized musical composition and/or styles are the primary focus. All projects must have a clearly developed plan for a tri-county public component.

**Presenting:** Projects such as art festivals, series, and/or highly specialized events (such as a showcase), which represent or encompass numerous disciplines that are not inter-related, or an ongoing investigation of a single discipline as the primary focus. Only organizations can apply under this discipline. All projects must have a clearly developed plan for a tri-county public component.

**Social Practice:** Projects in which the primary objective is a direct engagement with a community audience via person-to-person interactions or general public participation of the artist's invention that is not object based, and whose project is not primarily grounded in another discipline. All projects must have a clearly developed plan for a tri-county public component.

**Theatre:** Projects in which the creation, production, and/or performance of original contemporary or historically recognized theatre and musical theatre works is the primary focus. All projects must have a clearly developed plan for a tri-county public component.

**Visual Art:** Projects in which the creation and exhibition of visual art is the primary focus. Objects, installations, site-specific or gallery-oriented works of art within any area of the visual arts which fall outside of commercial viability, are best suited to this category. Special exhibitions, curatorial projects and/or special presentations which expand the context of traditional or contemporary works of art are equally suited to this category. All projects must have a clearly developed plan for a tri-county public component.

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