



Regional Arts & Culture Council

General Operating Support Grant Guidelines

for New Member Organizations

Fiscal Year 2017-2018

What will this grant fund?	Arts organizations accepted into the General Operating Support program become member organizations that receive annual unrestricted financial support. For more information see page 2.
Who can apply?	Arts organizations in Multnomah, Clackamas and Washington Counties with 501(c)3 status that meet all the eligibility requirements. For more information see pages 2-3.
How much money?	Annual award minimum is \$8,000.
When do I apply?	Intents to Apply are due June 7th, 2017 by 5pm. For more information about the application process and timeline, see pages 3-4.
How do I apply?	Apply online at racc.culturegrants.org .
Who can I call with questions?	Grants Staff are happy to answer questions and provide assistance: Helen Daltoso , Grants Officer – 503.823.5402 – hdaltoso@racc.org Ingrid Carlson , Grants Officer – 503.823.5417 – icarlson@racc.org Jack MacNichol , Grants Associate – 503.823.2928 – jmacnichol@racc.org

Do you need materials in another language or format? We are happy to create and provide materials in other languages or formats. Please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org for assistance, or see page 8 for more information.

GENERAL OPERATING SUPPORT GRANT INTRODUCTION

The RACC General Operating Support Grant Program aims to provide general financial support to arts organizations in Multnomah, Washington, and Clackamas Counties, based on their administrative and fiscal competence, proven service to the community, artistic excellence, and RACC grant compliance. The General Operating Support Grant Program seeks to fund arts organizations and help provide a wide range of quality arts programming made available to the public.

ELIGIBILITY

WHO CAN APPLY FOR GOS?

To be eligible for General Operating Support, an organization must:

1. Be an arts organization providing services in Multnomah, Washington, and/or Clackamas Counties.
Definition: For the purpose of the General Operating Support Grant Program, the definition of “arts organization” is an organization whose primary mission and goals articulate its commitment to developing and providing on-going arts programs made available to the public.
2. Have IRS 501(c)3 status.
3. Have been in existence for a minimum of three years or be the result of merging organizations with at least a three-year history each.
4. Have headquarters, with a physical address, within the RACC service area which includes Multnomah, Washington, and Clackamas Counties.
5. Have minimum eligible income of \$75,000 for each of the past three years. To determine eligible income, see “RACC Eligible Income Computation” in the General Operating Support Intent to Apply. Contact RACC grants staff if you have questions.
6. Have *at least one* paid professional administrative staff on payroll as an employee of the organization for at least one year prior to the application deadline.
7. Have continuous administration throughout the year.

Applicants may schedule time to consult with RACC grants staff regarding eligibility and criteria at least one week prior to the Intent to Apply deadline (no later than May 31, 2017).

WHO CAN NOT APPLY FOR GENERAL OPERATING SUPPORT?

1. Organizations composed exclusively for re-granting.
2. Fiscal agents or umbrella organizations.
3. Accredited institutions of higher learning, television and radio broadcast organizations.
4. Churches or church-affiliated programs receiving a significant portion of their base support from a church or religious organization.
5. Governmental institutions, i.e. public libraries, park and recreational facilities, public schools, etc.
6. Organizations that are carrying a deficit on their most recent completed fiscal year financial statements.

FUNDING RESTRICTIONS

1. The minimum General Operating Support (GOS) Grant award is \$8,000.
2. Available funding from Multnomah, Washington, and Clackamas Counties will influence awards to organizations headquartered in those counties.
3. To be eligible for funding from the Arts Education & Access Fund as part of a General Operating Support award, an organization must be headquartered, with a physical address and principal place of business, within the city limits of the City of Portland.
4. Organizations that apply for and receive General Operating Support funding are not eligible to apply for funding through any other RACC grant programs not specifically designed for GOS member organizations.

APPLICATION PROCESS

- **Preparing to apply:** All application materials must be submitted online. Applicants should create an account, or log into their organization's existing account, in RACC's GrantsOnline system at racc.culturegrants.org to apply. Applicant organizations may consult with RACC grants staff regarding eligibility and criteria at least one week prior to the Intent to Apply deadline (no later than May 31, 2017).
- **Intent to Apply:** All applicants must submit their *Intent to Apply* form by June 7, 2017 by 5:00pm through the RACC [GrantsOnline system](#). Late Intent to Apply forms will not be accepted. Please make sure to click the *submit* button on the "Validate and Submit" page of the Intent to Apply form. Applicants will receive a confirmation email when their Intent to Apply has been successfully submitted.
- **Intent Review:** RACC staff will review all submitted Intents to Apply to ensure all proposals meet the eligibility criteria listed on pages 2-3 of these guidelines. Applicants will be notified by email within 2 business days when their Intent to Apply has been

approved and will have access to the full application on the *My Application Forms* page in their GrantsOnline account. Staff will contact applicants if there are concerns regarding eligibility.

- **Application Deadline:** All applicants must submit your General Operating Support application, including the upload of all required Supplemental Materials, no later than Wednesday, June 14, 2017 by 5:00pm. Late applications will not be accepted. Please make sure to click the *submit* button on the “Validate and Submit” page of the Application form. Applicants will receive a confirmation email when their Application has been successfully submitted.
- **Application Review:** A panel made up of arts and cultural community representatives and RACC Board members will review and rate proposals according to review criteria listed on page 6 of these guidelines. Panelists with a conflict of interest will not be permitted to offer an opinion or score on the applicant in question. 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 funding decisions have been announced.

SUPPLEMENTARY MATERIAL REQUIREMENTS

All documentation listed below is required as part of this grant application proposal. Applicants should upload the following documents. If some of this information is available on your organization’s website, you may also upload a document with relevant web links.

1. List of current Board members, terms and officers, including professional affiliations.
2. Brief biography of Artistic Director or equivalent.
3. Long-range or strategic plan, if one exists.
4. Current season brochures, programs, publicity materials and recent reviews. Limit to 2 examples per item.
5. Organization’s current Non-Discrimination Policy.
6. Notice of IRS confirming 501(c)3 non-profit status.
7. Digital images, or links to online material for documentation of recent programming.
8. Organization’s current annual budget.
9. Organization’s most recent monthly financial statement, including Income & Expense Statement and Balance Sheet.
10. Three years of completed and approved financial documentation:
 - Financial documentation depends on the RACC Eligible Income Computation - a calculation used to determine the amount of revenue directly related to fully accessible arts programming within the tri-county region. General Operating Support Applicants must have the minimum

eligible income of \$75,000 for the past three years and provide financial documentation for the fiscal years that ended in 2016, 2015 and 2014.

- **FY2016 documentation:**
 - Organizations with eligible income **between \$75,000 - \$499,999** may generate internally produced financial statements, reporting expenses by major programs and support services. These reports should include an Income & Expense Statement and Balance Sheet and must be accompanied by a signed letter of approval from the applicant's Board. These organizations can also choose to submit either an independent CPA-Reviewed financial statement or an independent Audit, if available.
 - Organizations with eligible income **between \$500,000 - \$999,999** must submit either an independent CPA-Reviewed financial statement or an independent Audit.
 - Organizations with eligible income **above \$1,000,000** must submit an independent Audit.
- **FY2014 and FY2015 documentation:**
 - Organizations may submit internally produced financial statements, reporting expenses by major programs and support services. These reports should include an Income & Expense Statement and Balance Sheet and must be accompanied by a signed letter of approval from the applicant's Board. Organizations can also choose to submit either an independent CPA-Reviewed financial statement or an independent Audit for each year, if available.

GrantsOnline allows each applicant upload up to 500 MB for their supplemental materials. Please plan accordingly when choosing your files. PDF is the preferred format for materials, but the system will also accept .jpg, .tif, .mp3, .mp4, .mov, .doc, and .xls.

IMPORTANT: RACC Grants Staff is available to provide technical support for applicants. Please contact us as soon as possible if you need access to a computer or assistance submitting your application in the GrantsOnline system. For assistance contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org.

APPLICATION REVIEW

REVIEW CRITERIA

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

Artistic Merit (30 points maximum)

1. Responsiveness to the organization's current and future artistic needs.
2. Innovation and creativity in programming and artist selection.
3. Vision and leadership of the artistic staff.
4. Programming that furthers applicant's stated artistic mission.

Audience Development (30 points maximum)

1. Efforts to further the appreciation of the organization's art form.
2. Community involvement of the organization, as shown by representation and participation of diverse audiences.
3. Innovation in programming to reach new and diverse audiences.

Effective and Accountable Management (40 points maximum)

1. A governing board that demonstrates active leadership by:
 - Guiding the vision and mission of the organization through effective planning.
 - Setting policy and approving and monitoring programs and services in concert with staff.
 - Assuring secure financial management, including approval of annual budgets and routinely reviewing financial statements and fiscal operations.
 - Actively securing needed financial resources.
2. Fiscal responsibility as evidenced by managing toward a budget surplus during prior years and action to reduce any operating deficit.
3. Diversity and balance of funding sources as evidenced by both earned and unearned sources from both public and private sectors.
4. Strong management and administrative practices.
5. Complete, accurate and clearly communicated grant application and supplementary materials.

REVIEW PROCESS

1. RACC grants staff will review proposals to determine eligibility and clarity as well as accuracy of financial information in accordance with Audited or CPA-Reviewed financial statements. Proposals deemed ineligible will be returned to applicants.

2. Financial documentation may be submitted to the Nonprofit Finance Fund, an independent nonprofit financial consultant, for review and analysis.
3. The General Operating Support (GOS) Panel, comprised of community members and RACC Board members, will review and rate proposals according to established criteria. In addition to rating the applications, the panel will recommend if an organization receives a General Operating Support grant.
4. Grant amounts will be determined by a variety of factors. Considerations will be given to panel ratings, organization budget size, history of RACC funding, history of grant compliance, and total funds available.
5. The GOS Panel will abide by the RACC Conflict of Interest Policy. If an applicant would like to review this policy, please contact RACC grants staff.
6. The GOS panel will recommend awards to the RACC Grants Review Committee (GRC), who will then make a recommendation to the RACC Board of Directors for final approval.
7. GOS member organizations are eligible to receive a Work for Art allocation based on participation in the overall Work for Art program.
8. The RACC Board may, at its discretion, place limits on either the amount it will award in any one grant or on the amount of eligible income that will be considered for any single organization.

GRANT ADMINISTRATION

COMPLIANCE

Organizations receiving General Operating Support Grants must sign a Letter of Agreement with the Regional Arts & Culture Council. The letter states the responsibilities of the applicant, the amount of funding, and the approved use of the funds.

Organizations are required to comply with Oregon Revised Statutes, Chapter 656 regarding workers' compensation insurance. The Contractor shall also maintain liability insurance that protects the Contractor and RACC from any claims, demands, actions, and suits for damage to property or personal injury arising from the Contractor's work under the contract. Also, organizations receiving General Operating Support Grants will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Sec. 12101, et seq.

Throughout the grant period, organizations receiving General Operating Support Grants may be required to provide RACC with information about their current financial condition and program activities.

ACKNOWLEDGEMENT (CREDIT TO RACC)

It is vital that RACC grant recipients print RACC logos whenever possible as a demonstration of how public funds have been spent to support arts and culture in our region. Organizations that receive General Operating Support Grants are required to use the RACC and Work for Art logos during the course of the entire year in printed and electronic materials that advertise performances, exhibitions, or other public events.

REPORT REQUIREMENTS

General Operating Support Grant recipients will be required to submit an annual report based on the end of their fiscal year in order to receive subsequent years of General Operating Support funding. This report will address actual financial information, audience demographics, geographic distribution of services and other information based on the criteria in the General Operating Support Guidelines. The GOS report may be submitted at any one of three available deadlines per year to align with the availability of complete and accurate financial data.

APPLICATION ASSISTANCE

The RACC grants staff is available to support applicants throughout the grant process. Please contact Jack MacNichol at 503-823-2928 or jmacnichol@racc.org for any of the following:

- **Technical Assistance with GrantsOnline**

If you have any difficulty logging into or submitting your application through GrantsOnline, please contact us – we’re happy to help!

- **Translations Services and Language Support**

We are happy to provide translation services for applicants would like to receive information about this grant or submit an application in a language other than English.

- **Accessibility and Accommodation Support**

We are happy to provide documents or information in alternate formats to make this process as accessible as possible. Please let us know if you need this or any other accommodations.

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

Helen Daltoso, Grants Officer – 503.823.5402 – hdaltoso@racc.org

Ingrid Carlson, Grants Officer – 503.823.5417 – icarlson@racc.org

REGIONAL ARTS & CULTURE COUNCIL

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.

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.