



Regional Arts & Culture Council

Professional Development Grant Guidelines

Fall 2018

What will this grant fund?	Professional Development Grants support opportunities for professional artistic or business skill development.
Who can apply?	Individual Artists and Arts Organizations residing/headquartered in Multnomah, Washington, or Clackamas Counties.
How much funding is available?	Applicants may request from \$250 to \$2,000. RACC anticipates awarding approximately \$45,000 in this cycle.
When is funding available?	Funds are available for proposals occurring from July 1, 2018 – December 31, 2018.
When do I apply?	Applicants should submit an Inquiry Application <u>no later than Wednesday, April 4, 2018 at 5:00pm.</u>
How do I apply?	Apply online at racc.org/apply .
Who can I call with questions?	For questions regarding eligibility and criteria: Ingrid Carlson, Grants Officer – 503.823.5417 – icarlson@racc.org For technical assistance call us at 503.823.5016 – or email grants@racc.org

Do you need materials in another language or format? RACC is committed to making our programs accessible and we are happy to create and provide materials in other languages or formats. Please call us at 503.823.5016 or grants@racc.org for assistance, or see page 9 for more information.

INTRODUCTION

The Professional Development Grant Program assists artists and representatives of arts organizations with expenses related to specific, unique opportunities that improve their business management skills and/or help advance the careers of the individual artist or the arts administrator.

Unlike grant programs that support the creation of new work, this program does not ask panelists to critique the applicant's previous work. Instead, reviewers must determine from the application:

- Whether the applicant has made the case that this opportunity is timely and has true potential to positively impact their career or organization.
- Whether the opportunity is unique, and not a repetition of the applicant's similar, previous experiences.

An applicant may request any amount up to \$2,000 and the maximum award in any one grant cycle is \$2,000. Due to the competitive nature of this grant program, funded applicants may receive less than the requested amount.

GRANT CYCLE

This grant cycle for Professional Development Grants includes the period between July 1 and December 31, 2018. Activities must take place within this grant cycle. If the grant activity cannot be completed in this timeframe, the applicant will be required to communicate with RACC grants staff and potentially relinquish the grant and apply in a future grant cycle if they choose to do so.

EXAMPLES OF PROFESSIONAL DEVELOPMENT PROPOSALS

1. Travel and/or registration expenses for workshops, seminars, bookings, and other conferences which will clearly help in advancing the artist's or organization's development and are uniquely relevant to the artist's or organization's current stage of development.
2. An invitation to: exhibit at a prestigious gallery outside the Portland area; present at a major performing arts festival; study with a mentor or renowned teacher. It might be juried in some way or available only through a competitive selection process. In any case, it should not duplicate experiences the artist has had in the course of his/her ongoing work, and it must lead to professional growth in the artist's career in a clear and meaningful way.
3. Artistic research for long-term benefit to the applicant. Research should not be "project-based", but related to the artist's ongoing exploration and development of skills.

4. General promotional material including the development of websites. Promotional materials cannot be related to a specific project or season. Applicants must demonstrate a clear distribution and/or marketing plan in proposals for portfolio or promotional materials.
5. Consulting fees for professional consultants.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

To be eligible for a Professional Development Grant, **the applicant must:**

1. Be an individual artist or a “not-for-profit” arts organization.
 - *For the purpose of the Professional Development Grants Program, the definition of an “arts organization” is an organization whose primary mission and goals articulate its commitment to developing and providing on-going arts programs for the public.*
 - **IRS 501(c)(3) status is not required.** 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 tax-exempt institutions. However, it must be “not-for-profit,” in that the organization’s net earnings are not distributed to those who control it, and have an Federal Employer Identification Number (FEIN).
2. Be headquartered/physically reside with a legal residence within RACC’s service area which includes Multnomah, Washington and Clackamas Counties. If awarded a Professional Development 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 W-9 form/income tax return must be within RACC’s service area. (Applicants must be able to offer physical proof of residence upon request.)
3. Have completed reporting requirements due for previously funded RACC grants.
4. Artists who have a history of working together may submit a proposal to support expenses related to an opportunity presented to them as collaborators. Only one artist should submit the application, but the answers to the narrative questions should address the nature of the collaboration.

INELIGIBLE PROPOSALS OR APPLICANTS

1. Professional Development Grants cannot be project focused and are not for the costs related to the creation of artwork.
2. Professional Development Grants cannot be related to a RACC Project Grant proposal.
3. Grants will not be awarded to pay the applicant’s own professional artistic or administrative fees or expenses.

4. Grants will not be awarded to an individual to learn a new craft or for degree or certificate program tuition.
5. Individuals enrolled in a degree or certificate program in the arts at the time of application are not eligible to apply.
6. Grants will not be awarded to pay for a full or part-time staff position.
7. Grants will not be awarded for similar activities in consecutive years.
8. Applications that are incomplete, or do not follow application requirements, may be deemed ineligible.
9. RACC General Operating Support organizations are not eligible to apply. However, individual artists who work for General Operating Support organizations may apply provided the Professional Development opportunity is related to their career as an individual artist and not related to the work they do for the organization.
10. Applicants that have received a Professional Development Grant from RACC may not apply for one cycle following their recent award.
11. Members of RACC staff or board are not eligible to apply.
12. Additional Ineligible Expenses: Professional Development Funds may not be used for curatorial projects, activities that have already taken place, ongoing work or business expenses, undergraduate or graduate study, purchase of food, purchase of equipment costing more than \$500 or equipment not related to a specific learning opportunity, teaching opportunities, self-produced publications, medical fees, and most legal or accounting fees.

EXAMPLES OF ELIGIBLE EXPENDITURES

1. Travel, lodging, shipping, marketing materials, fees and other costs associated with an imminent, concrete opportunity to perform, exhibit or audition outside of the region, or for a unique opportunity to study with a significant mentor or attend an artist residency.
2. Design fees, developer fees, web hosting, marketing costs, and training costs associated with a website.
3. Professional fees and services related to artistic or business skill development, such as coaching, mentoring, training, conferences, classes, workshops, or consultants.

FUNDING RESTRICTIONS

1. Available funding from Multnomah, Washington, and Clackamas County governments will influence awards to applicants in those counties.
2. Whenever possible, RACC strives to award applicants who have not benefited from Professional Development grants in recent prior cycles.
3. Arts organizations must provide RACC with a Federal Employer Identification Number in the application. (If you have questions about FEIN's, contact RACC staff.).

4. Individual artists must provide RACC with a Social Security number or Individual Tax Identification number upon notification that you have been awarded a Professional Development Grant.

APPLICATION PROCESS

- **Preparing to apply:** All application materials must be submitted online. Applicants should create an account, or log into their existing account, in the [RACC Grant Portal](http://racc.org/apply) at racc.org/apply to submit an application. If you have trouble accessing your account or have challenges using a computer, please contact staff for assistance.
- **Inquiry Application:** All applicants must submit an Inquiry Application by 5pm on Wednesday, April 4, 2018. Applicants will receive a confirmation email when their Inquiry Application has been successfully submitted.
- **Inquiry Application Review:** RACC staff will review all Inquiry Applications to verify eligibility, confirm categories, and evaluate proposal competitiveness. Applicants will be notified by email no later than April 13, 2018 if they are invited to submit a Full Application. The Inquiry Application status will also be noted in the applicant's account in the grant portal.
- **Full Application:** Invited applicants must submit their completed Full Application including all supplemental material by the Full Application deadline at 5pm on Wednesday, May 2, 2018. Late applications will not be accepted. Applicants will receive a confirmation email when their Full Application has been successfully submitted.

Supplemental Material Requirements

Supplementary materials must be uploaded through the [RACC Grant Portal](http://racc.org/apply) as part of the Full Application submission.

Organization applicants must submit:

1. Resumes or bios of all artists, staff, and consultant(s) involved.
2. History of organization. (Include brief narrative, mission statement, key programs, date established, 501(c)(3) status, number of paid staff, number of volunteers, number of board members.)
3. Information relevant to the activity or event outlined in the proposal, such as letter(s) of invitation, brochures, consultant's work samples if available, and/or any other applicable materials.
4. Quotes, estimates, or documentation of cost research to support the proposed budget.

Individual applicants must submit:

1. Resume of applicant and resumes or bios of any consultant(s).
2. Information relevant to the activity or event outlined in the proposal, such as letter(s) of invitation, brochures, consultant's work samples if available, and/or any other applicable materials.
3. Quotes, estimates, or documentation of cost research to support the proposed budget.

TIPS FOR SUBMITTING SUPPLEMENTAL MATERIAL

Keep in mind that work samples and supplemental materials will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. The RACC Grant Portal will only accept the following file types: .pdf, .jpg, .tif, .mp3, .mp4, .mov. If you need help creating PDF documents, please contact us for assistance. **Please do not upload more materials than requested.** Excess materials will be removed from your application and will not be reviewed by panelists.

IMPORTANT: *RACC Grants Staff is available to provide technical support for applicants. If you need access to a computer or assistance submitting your application in the RACC Grant Portal, please contact RACC staff at 503-823-5016 or grants@racc.org as soon as possible.*

GRANTWRITING TIPS!

As an applicant, you need to communicate clearly:

- **WHO** you will be working with and why they are the best choice for you or the organization.
- **WHAT** the impact will be on your career/organization and why this is the best way to achieve those results.
- **WHY** the opportunity is critical at this time or whether the opportunity is time-bound in some way.
- **HOW** the opportunity is unique in your career and what this opportunity offers that isn't otherwise available to you.
- **WHERE** the applicant is contributing in the budget (either in-kind or cash) towards the proposed activity.

APPLICATION REVIEW

Review Criteria

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

Proposal Merit

1. High quality of proposed activity.
2. High quality of professionals involved.
3. Capacity to meet proposal objectives.

Benefit to Applicant

1. Uniqueness of activity to the applicant.
2. Evidence that proposal will improve business/management skills and/or artistic growth.
3. Evidence that activity is both timely and will help to develop the artist or organization long-term.

Application/Budget Preparation

1. Clear description of project and other required information.
2. Realistic projections of proposal's budget.
3. Accuracy and completeness of budget.
4. Complete set of supplementary materials submitted by the deadline.
5. History of non-compliance with previous RACC grant requirements.

Review Process

1. RACC staff will review proposals to determine basic eligibility and completeness at the Inquiry Application stage. Applicants will be notified by email if their proposals are deemed ineligible.
2. A panel of RACC staff will review and rate Full Applications according to established review criteria. In addition to rating the applications, the panel will determine if an applicant will be recommended for a grant.
3. Award amounts will be based on panel ratings and recommendations.
4. The Professional Development Grant review panel's final recommendations for grant awards will be presented to the Grants Review Committee (GRC), and then on to the RACC Board of Directors for final approval.
5. Grant applicants will be notified of funding decisions by email on approximately May 31, 2018.

GRANT AWARDS & ADMINISTRATION

The amount of the Professional Development Grants will depend on the funds available in the RACC Professional Development Grant budget for the year. The RACC Board may, at its discretion, place limits on the amount it will award in any one grant. Adjustment of proposal may be necessary and permitted, if an application is not fully funded.

A grantee can receive up to half of their grant in advance. The final balance can only be received once the activity is completed and all final report requirements are submitted to RACC. Instructions for how to request payments and submit final reports will be sent to funded applicants.

ACKNOWLEDGMENT (CREDIT TO RACC)

Professional Development Grant recipients will acknowledge the support by RACC in all printed or digital materials related to the Professional Development Grant, if applicable. The RACC logo shall be used if space and format permit.

FINAL REPORT REQUIREMENTS

At the close of the Professional Development Grant cycle, grant recipients will be required to submit a final report through the RACC Grant Portal along with documentation of eligible expenses in order to receive final payment of their grant. Final Reports for this grant cycle will be due no later than February 15, 2019.

RACC GRANT COMPLIANCE

History of non-compliance with previous grant requirements (such as final reports or timely completion of past projects) will affect the grant award.

Final reporting requirements must be met within 45 days after the grant cycle has ended in order to be considered in compliance with grant guidelines. It is the responsibility of the grant applicant to notify RACC staff in writing and in advance of any changes in the grant status.

APPLICATION ASSISTANCE

The RACC grants team is available answer questions and support applicants throughout the grant process. Contact us at 503-823-5016 or grants@racc.org to request the following support:

- **Technical Assistance with the RACC Grant Portal**

If you have any difficulty logging into or submitting your application through the RACC Grant Portal.

- **Translations Services and Language Support**

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

- **Accessibility**

We are happy to provide documents or information in alternate formats to make this process as accessible as possible. Please contact us with any ADA accommodation requests.

- **Grant Orientations**

Grants staff will offer orientation sessions for potential applicants to learn more about the process and answer questions. Dates, times, and location for these sessions will be posted online at racc.org/grants. Please RSVP online to let us know you are coming!

- **Grant Draft Review**

RACC Grants Officers are happy to read drafts of Full Applications and provide feedback. This service is provided on a first come-first served basis. Please complete and submit your application in the RACC Grant Portal and notify Ingrid Carlson (icarlson@racc.org) via email when it is ready for review. We will review the draft you have submitted and schedule a time to provide feedback over the phone. Please have your draft Full Application ready, including the budget, and email to Ingrid no later than April 25, one-week prior to the deadline.

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

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

Technical Support – Grants Team – 503.823.5016 – grants@racc.org

INQUIRY APPLICATION QUESTIONS

- Which discipline best describes your work?
 - *Dance/Movement*
 - *Folk Arts*
 - *Literature*
 - *Media Arts*
 - *Multi-Discipline*
 - *Music*
 - *Social Practice*
 - *Theatre*
 - *Visual Arts*
- Which category best describes your proposal?
 - *Artist Residency*
 - *Conference*
 - *Workshop, class, or seminar*
 - *Artistic Research*
 - *Present or exhibit work outside of the region*
 - *Work with a consultant*
 - *Website and/or marketing materials*
 - *Other _____*
- [Website proposals only] Who is your website designer or developer?
- Briefly describe the professional development opportunity you would like RACC to support, including who is involved, when it takes place, and any other information that is appropriate. [600 characters]
- What is the Start Date of your proposed activity?
- What is the End Date of your proposed activity?
- What is the anticipated total cost for the proposed activity?
- What amount of funding would you like to request from RACC?

FULL APPLICATION QUESTIONS

NARRATIVE

- All Questions from the Inquiry Application
- 1. Describe your proposal in more detail. Describe what the activity is, when and where it will take place, who or what is involved and why you selected them, and any other information that is appropriate. [1000 characters]
- 2. Explain why the timing of this Professional Development opportunity is significant to you and/or your organization. [1000 characters]

- How is your proposed activity unique for you in relation to your career and/or your art-making, and how does it relate to the RACC Professional Development Statement of Purpose "to assist artists or art administrators with opportunities that specifically improve their business management skills and/or help advance their career". [1000 characters]

BUDGET

Proposal Costs

Include any expenses related to the total cost of the proposal. Specify airfare, registration fees, lodging, printing, consultant fees, etc. If you are applying for a professional consultancy, please specify number of hours and hourly fee. See Professional Development Grant guidelines for a list of ineligible expenses.

	Item	Cost
1		
2		
3		
	Total:	

Proposal Contributions

What contributions (cash or in-kind), if any, do you have toward the above proposal costs other than RACC grant support? Please specify sources and mark whether projected or confirmed. (Confirmed contributions, including from the applicant, will make this application more competitive.)

	Item	Projected Confirmed?	or	Cost
1				
2				
3				
			Total:	

Total Expenses - Total Contributions = RACC Grant Request Amount

SUPPLEMENTAL MATERIALS

For a list of required supplemental materials on pages 5 and 6 of the guidelines. Keep in mind that materials will be shared and reviewed by panelists online. Make sure file names clearly reflect the contents of the file so reviewers know what they are opening. The RACC Grant Portal will only accept the following file types: .pdf, .jpg, .tif, .mp3, .mp4, .mov. If you need help creating PDF documents, please contact us for assistance.

ABOUT THE 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.

RACC EQUITY STATEMENT

We believe that the arts have the power to change hearts and minds, and to inspire social change. Prejudice and privilege have created barriers that RACC must dismantle, systematically and strategically, until everyone in our community has equitable access to arts and culture.

We acknowledge that there is no one perfect way to achieve equity, but we are willing to take risks because there is much work to do. We are thoughtfully researching and implementing new methods of thinking within our organizational culture, starting with an in-depth assessment of our services, policies and procedures. We are seeking out and listening to voices that have not been heard, and fully engaging under-represented populations in dialogue that will help us improve.

We are committed to the full scope of this work and will hold ourselves accountable along the way—anything less would prove a disservice to ourselves and the communities we serve. RACC strives to be an organization that values and celebrates everyone's life experiences, their voices and their histories. By consistently bringing new perspectives to our decision-making table, forming new relationships and alliances, and finding new ways to support creativity, RACC will be a strong, equitable and relevant organization. Throughout this process, we commit to humility, optimism and respect.