



# Regional Arts & Culture Council

## General Operating Support Grant Guidelines

for New Partner Organizations

*Fiscal Year 2018-2019*

<b>What will this grant fund?</b>	Arts organizations accepted into the General Operating Support program become partner organizations that receive annual unrestricted financial support. For more information see page 2.
<b>Who can apply?</b>	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.
<b>How much funding is available?</b>	The minimum annual award is \$8,000.
<b>When do I apply?</b>	Inquiry Applications are due by 5pm on Wednesday, August 15th, 2018 For more information about the application process and timeline, see pages 3-4.
<b>How do I apply?</b>	Apply online at <a href="http://racc.org/apply">racc.org/apply</a> .
<b>Who can I call with questions?</b>	Grants Staff are happy to answer questions and provide assistance. Please contact <b>Helen Daltoso</b> , Director of Grants at 503.823.5402 or <a href="mailto:hdaltoso@racc.org">hdaltoso@racc.org</a> .

**Do you need materials in another language or format?** We are happy to create and provide materials in other languages or formats. Please contact us at 503-823-2928 or [grants@racc.org](mailto:grants@racc.org) for assistance, or see page 7 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 health, proven service to the community, artistic significance, and RACC grant compliance. The General Operating Support Grant Program seeks to fund arts organizations and support a wide range of publically accessible arts programming.

## ELIGIBILITY

### WHO IS ELIGIBLE TO APPLY?

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

1. Be an arts organization providing services in, Multnomah, Washington, and/or Clackamas Counties. ***If your organization is headquartered in Washington or Clackamas counties, please contact RACC staff prior to applying.***  
*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 headquarters, with a physical address, within the RACC service area.
4. 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.
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 Inquiry Application. ***Please contact RACC grants staff if you have questions about eligible income.***
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 programming and administration throughout the year.

Applicants are encouraged to schedule time to consult with RACC grants staff regarding eligibility and criteria at least one week prior to the Inquiry Application deadline (no later than August 8, 2018).

### INELIGIBLE APPLICANTS

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 whose most recent completed fiscal year financial statements show a deficit in unrestricted net assets. Applicants with questions about this requirement are encouraged to contact staff.

## 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 partner organizations.

## APPLICATION PROCESS

- **Preparing to apply:** All application materials must be submitted online. Applicants should log into their organization's existing account, or create an account, in RACC's online application portal at [racc.org/apply](http://racc.org/apply) to apply. Applicants are encouraged to schedule time to consult with RACC grants staff regarding eligibility and criteria at least one week prior to the Inquiry Application deadline (no later than August 8, 2018).
- **Inquiry Application:** All applicants must submit their Inquiry Application by 5pm on Wednesday, August 15, 2018. Late Inquiry Applications will not be accepted. Please make sure to click the blue *submit* button. Applicants will receive a confirmation email when their Inquiry Application has been successfully submitted.
- **Intent Review:** RACC staff will review all submitted Inquiry Applications to ensure that the application meets the eligibility criteria listed on pages 2-3 of these guidelines. Applicants will be notified by email if they are invited to submit a Full Application no later than Wednesday, August 22, 2018. The Inquiry Application status will also be noted in the applicant's account online. Staff will contact applicants if there are concerns regarding eligibility.
- **Application Deadline:** Invited applicants must submit their completed Full Application, including the upload of all required supplemental materials by 5pm on Wednesday, September 12, 2018. Late applications will not be accepted. Please make sure to click the blue *submit* button.

Applicants will receive a confirmation email when their Full 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. PDF is the strongly preferred format for materials, but the system will also accept .jpg, .tif, .mp3, .mp4, .mov, .doc, and .xls.

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 from the 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. Complete financial documentation from the last three completed fiscal years.
  - Applicants may submit internally produced financial statements for each year which show expenses by major programs and support services and include an Income & Expense Statement and Balance Sheet, accompanied by a signed letter of approval from the applicant's Board. Please make sure to label all the files clearly. All three years of financial statement should be presented in a consistent format.
  - Applicants may also submit CPA reviewed or audited financial statements in the place of internally produced financial statements.
    - i. Please note that if an organization with Eligible Income greater than \$500,000 is awarded a grant, the organization will be required to submit CPA reviewed financial statements for their most recently completed fiscal year after funds are awarded.

**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 RACC Grants portal system. For assistance call us 503-823-2928 or email [grants@racc.org](mailto:grants@racc.org) for assistance.

## 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 (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. Applicants will be notified by email if their proposal is deemed ineligible.
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. 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 Grant Agreement with the Regional Arts & Culture Council. The agreement 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. Organizations are also required to maintain liability insurance and Directors & Officers insurance that protects the organizations and RACC from any claims, demands, actions, and suits for damage to property or personal injury arising from the Contractor's work under the agreement. 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 logo during the course of the entire year in printed and electronic materials that advertise performances, exhibitions, or other public events.

## **REPORTING REQUIREMENTS**

General Operating Support Grant partners 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 Report Guidelines. Organizations will also be required to submit a DataArts profile. The 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 team is available to answer questions and support applicants throughout the grant process. Contact us at 503-823-2928 or [grants@racc.org](mailto:grants@racc.org) to request the following support:

- **Technical Assistance with GrantsOnline**  
If you don't have access to a computer or the internet, or if you need support in navigating the application portal we can provide assistance.
- **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, Director of Grants – 503.823.5402 – [hdaltoso@racc.org](mailto:hdaltoso@racc.org)**

# 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.