



Regional Arts & Culture Council

Professional Development Grant Guidelines SPRING 2019

What will this grant fund?	Professional Development Grants supports opportunities that will advance artistic and/or business skill development.
Who can apply?	Individual artists and arts organizations based in Clackamas, Multnomah, or Washington Counties can apply.
How much funding is available?	Applicants can request any funding amount up to \$2,000. We will award a total of approximately \$55,000 this cycle.
When should the proposed activities take place?	Proposed activities must take place between January 1, 2019 and June 30, 2019.
When do I apply?	Applicants should submit an Inquiry Application <u>no later than 5:00 pm on Wednesday, October 10, 2018.</u>
How do I apply?	Applicants can apply through the RACC Grant Portal at racc.org/apply .
Who can I call with questions?	For general questions , contact Jae Choi at jchoi@racc.org or (503) 823-5016. For technical assistance , e-mail grants@racc.org or call (503) 823-2928.

We are happy to provide translation services for applicants who wish to receive information about this grant or wish to submit an application in a language other than English.
Contact us at grants@racc.org or (503) 823-2928.

Con gusto brindaremos servicios de traducción para los solicitantes que desean recibir información sobre esta subvención o desean enviar una solicitud en un idioma que no sea inglés.
Comuníquese o a grants@racc.org o al (503) 823-2928.

ABOUT 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.

INTRODUCTION

The Professional Development Grant Program assists artists and arts administrators with expenses related to unique opportunities that will advance their artistic and/or business skill development. Applicants can request any funding amount up to \$2,000. Due to the competitive nature of this grant program, it is possible that funded applicants may receive less than the requested amount.

Unlike grant programs that support the creation of new work, this program does not ask panelists to review an applicant's previous work. Instead, panelists will determine from the application whether an applicant has made the case that the opportunity is timely, unique to their development, and has true potential to positively impact their arts career or organization. Detailed information on review criteria is provided on page 7.

GRANT CYCLES

The Professional Development Grant Program is offered in two cycles per year. For the Spring 2019 grant cycle, proposed activities must take place on or between **January 1 and June 30, 2019**. If an awarded activity cannot be completed within this timeframe, the applicant is required to communicate with RACC grants staff and potentially relinquish the grant. The applicant may re-apply in a future grant cycle if they choose to do so.

EXAMPLES OF OPPORTUNITIES

Some examples of opportunities that are potentially eligible for RACC funding through the Professional Development Grant Program are listed below:

- **Travel and/or registration expenses for workshops, seminars, bookings, conferences, and other events.** The opportunity must be directly related to advancing the development of the applicant.
- **Invitations to exhibit at a gallery outside the Portland area, present at a major performing arts festival, or study with a mentor or renowned teacher.** The opportunity may be juried or available only through a competitive selection process, but the experience should not duplicate others the applicant has had previously, and must clearly demonstrate new professional growth.
- **Research for artistic or business skill development.** The opportunity cannot be related to a specific project, but the applicant's ongoing exploration and skill development related to their creative practice or business.
- **General promotional material, including website development.** The proposal must include a clear distribution and/or marketing plan.
- **Consulting fees for professional consultants.** The proposal must include a clear selection process.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

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

- 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 ongoing 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 a Federal Employer Identification Number (FEIN).*
- Be physically based in a legal residence or headquartered within RACC’s service area which includes Clackamas, Multnomah, and Washington Counties. If awarded a Professional Development grant, the grantee must continue to be physically based or headquartered within the tri-county area for the duration of the grant. Otherwise, the grant will be forfeited. The legal address as shown on the applicant’s W-9 form/income tax return must be within RACC’s service area. Grantees must be able to offer physical proof of residence upon request.
- Have completed all reporting requirements for previously funded RACC grants.
- If applying for an opportunity for a collaboration or collective, submit a single application from one individual member of the collective or collaboration. The proposal should include the other participants and address the nature of the collaboration.

WHO IS INELIGIBLE TO APPLY?

Professional Development Grants are not available to the following individuals or organizations:

- Individuals enrolled in a degree or certificate program in the arts at the time of application are not eligible to apply.
- Applicants who have received a previous RACC Professional Development Grant may not apply for the cycle immediately following their awarded cycle.
- RACC General Operating Support organizations are not eligible to apply. However, individual artists who work for RACC General Operating Support organizations may apply for opportunities for their own professional development unrelated to the work they do for the organization.
- Members of RACC staff or board are not eligible to apply.

WHAT IS ELIGIBLE FOR FUNDING?

Professional Development Grants can be applied toward the following examples of eligible expenditures:

- Travel, lodging, shipping, marketing materials, fees, and other costs associated with a concrete opportunity to study with a significant mentor, to attend an artist residency, or to perform, exhibit or audition outside of the region
- Artistic research of long-term benefit to the applicant
- Marketing, web hosting, training, and fees associated with website development
- Professional fees and services related to development of artistic or business skills, such as coaching, mentoring, training, consulting, workshops, classes, and conferences

WHAT IS INELIGIBLE FOR FUNDING?

Professional Development Grants cannot support the following expenditures:

- Purchase of food
- Purchase of equipment costing more than \$500 or equipment unrelated to a specific learning opportunity
- Project-based work or costs related to the creation of artwork
- Curatorial or teaching opportunities that primarily benefit the host organization
- Tuition for coursework within a degree or certificate program
- Learning a new craft unrelated to the applicant's artistic career
- Similar activities in consecutive years or activities that have already taken place
- Ongoing work or business expenses
- Professional artistic or administrative fees of the applicant
- A full- or part-time staff position
- Medical fees and most legal or accounting fees

OTHER FUNDING RESTRICTIONS

1. Available funding from Clackamas, Multnomah, and Washington county governments will influence awards to applicants in those counties.
2. RACC strives to award applicants who have not benefited from Professional Development grants in prior or recent cycles whenever possible.
3. Professional Development Grants cannot be related to a RACC Project Grant proposal, or be related to a RACC program that would provide a direct, financial benefit to RACC.
4. Arts organizations must provide RACC with a Federal Employer Identification Number in the application.
5. Individual artists must provide RACC with a Social Security number upon notification that you have been awarded a Professional Development Grant.

APPLICATION PROCESS

All application materials must be submitted online. Applicants can create an account, or log into their existing account, in the [RACC Grant Portal](http://racc.org/apply) at racc.org/apply. If you have difficulties accessing your account or have challenges using a computer, contact staff for assistance.

INQUIRY APPLICATION

All applicants must submit an Inquiry Application by **5:00 pm on Wednesday, October 10, 2018**. Late inquiries are not accepted. Applicants receive a confirmation email when their Inquiry Application has been successfully submitted. RACC staff review all Inquiry Applications to verify basic eligibility, confirm categories, and evaluate proposal competitiveness. Applicants will be notified by email no later than **Wednesday, October 24, 2018** if they are invited to submit a Full Application. The Inquiry Application status is also noted in the applicant's account in the grant portal.

FULL APPLICATION

Invited applicants must submit their completed Full Application including all supplemental materials by **5:00 pm on Wednesday, Nov 7, 2018**. Late applications are not accepted. Applicants receive a confirmation email when their Full Application has been successfully submitted.

SUPPLEMENTAL MATERIALS REQUIREMENTS

Supplementary materials for the Full Application must be uploaded through the [RACC Grant Portal](http://racc.org/apply) as the following file types: .pdf, .jpg, .tif, .mp3, .mp4, and .mov. Keep in mind that panelists view application materials electronically. Name each file clearly to reflect its contents. If you need help creating PDF documents, contact us for assistance.

Individual applicants must submit:

- Resume of applicant and/or any consultants
- Information relevant to the proposed activity, such as letter(s) of invitation, brochures, consultant work samples, and other applicable materials
- Quotes, estimates, or documentation of cost research to support the proposed budget

Organization applicants must submit:

- Resumes or brief biographies of all staff and/or consultant(s) involved
- Information relevant to the proposed activity, such as letter(s) of invitation, brochures, consultant work samples, and other applicable materials
- Quotes, estimates, or documentation of cost research to support the proposed budget
- History of organization, including brief narrative, mission statement, key programs, date established, 501(c)(3) status, and number of paid staff, volunteers, and board members

REVIEW CRITERIA

A panel of RACC staff will review and score Full Applications according to the following established review criteria. In addition to rating the applications, the panel will determine if an applicant will be recommended for a grant.

Proposal Merit

- High quality of proposed activity
- High quality of professionals involved
- Capacity to meet proposal objectives

Benefit to Applicant

- Uniqueness of proposed activity to the applicant
- Evidence that proposal will improve artistic and/or business development
- Evidence that proposed activity is both timely and will help to develop the artist or organization long-term

Application/Budget Preparation

- Clear description of project and other required information
- Realistic projections of proposal's budget
- Accuracy and completeness of budget
- Complete set of supplementary materials
- History of non-compliance with previous RACC grant requirements

GRANT WRITING TIPS!

When writing your grant, keep in mind:

- **WHO** you plan to work with and why they are the best choice for you or your organization.
- **WHAT** the impact will be on your development 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 is not otherwise available to you.
- **WHERE** the applicant is contributing in the budget (either in-kind support or cash) toward the proposed activity.

AWARDS & ADMINISTRATION

Grant funding decisions and specific award amounts are based on panel scores and available funding. The Staff Review Panel's final recommendations for grant awards are presented to the Grants Review Committee, and subsequently to the RACC Board of Directors for final approval. Grant applicants will be notified of funding decisions by Friday, December 14, 2018.

The total amount of Professional Development Grants depends on the funds available in the budget for the fiscal year. The RACC Board may at its discretion place limits on the amount it will award in any one grant. If an application is not fully funded, the applicant is permitted an opportunity to adjust their proposal.

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 have been submitted to RACC. Instructions for how to request payments and submit final reports will be sent to funded applicants.

ACKNOWLEDGMENT

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

FINAL REPORT REQUIREMENTS

At the close of the Professional Development Grant cycle, grant recipients are 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 August 15, 2019.

RACC GRANT COMPLIANCE

Final reporting requirements must be met within two months of the grant cycle ending. It is the responsibility of the grant applicant to notify RACC staff in writing and in advance of any changes in the grant status. History of non-compliance with previous grant requirements, such as final reports or timely completion of past opportunities, can affect award decisions.

APPLICATION SUPPORT SERVICES

INFO SESSIONS

Grants staff offer info sessions before each grant cycle deadline for potential applicants to learn more about the application process and ask any questions they might have. For more specifics about the time and locations of these sessions and to register online, go to racc.org/grants.

APPLICATION WORKSHEETS

In the event it is easier for applicants to draft answers on paper, individual worksheets are included in this packet. All questions from the Inquiry Application, Full Application, and Budget are represented. A downloadable PDF of these worksheets is also available. Please note that applications must be filled out and submitted online.

DRAFT REVIEW

We offer feedback by phone on a completed draft of the Full Application, including the budget. This service is available up to one week prior to the grant deadline on a first-come, first-served basis. After saving your application and budget draft in the RACC Grant Portal, email Jae Choi at jchoi@racc.org to schedule an appointment for your draft to be reviewed.

For any of the services listed below, e-mail grants@racc.org or call (503) 823-2928.

TECHNICAL SUPPORT

RACC Grants Staff is available to provide technical support for applicants. If you are experiencing difficulties logging in or submitting your application to the RACC Grant Portal, or need access to a computer, contact us for assistance.

ACCESSIBILITY

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

TRANSLATION SERVICES AND LANGUAGE SUPPORT

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

INQUIRY APPLICATION – WORKSHEET ONLY

Have you reviewed the Spring 2019 Professional Development Grant Guidelines?

- Yes
- No

Are you currently a full-time student enrolled in a degree or certificate program?

- Yes
- No

What discipline best describes your work?

- | | |
|---|--|
| <input type="checkbox"/> Dance/Movement | <input type="checkbox"/> Music |
| <input type="checkbox"/> Folk Arts | <input type="checkbox"/> Social Practice |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Media Arts | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Multi-Discipline | |

What category best describes your proposal?

- | | |
|--|--|
| <input type="checkbox"/> Artist Residency | <input type="checkbox"/> Present or exhibit work outside of the region |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Work with a consultant |
| <input type="checkbox"/> Workshop, class, or seminar | <input type="checkbox"/> Website and/or marketing materials |
| <input type="checkbox"/> Artistic Research | <input type="checkbox"/> Other _____ |

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 including spaces]

[For website proposals only] **Who is your website designer or developer?**

Activities in this cycle must occur between January 1, 2019 and June 30, 2019.

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 – WORKSHEET ONLY

NARRATIVE

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 including spaces]

2. Explain why the timing of this Professional Development opportunity is significant to you and your development.

[1000 characters including spaces]

3. 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 Professional Development Grant Statement of Purpose "to assist artists or art administrators with expenses related to unique opportunities that will advance their creative and/or business practice."?

[1000 characters including spaces]

