



# Regional Arts & Culture Council

## Request for Proposals Equity Investments

*for General Operating Support Partner Organizations*

### INTRODUCTION

General Operating Support partner organizations are invited apply for one-time or multi-year support for initiatives which advance their commitment to equity in the arts, with a priority placed on racial equity. The types of initiatives eligible for funding include:

- **Internal Capacity** - Training and professional development for staff, board, and volunteers which builds capacity to advance equity within the organization.
- **Engagement Capacity** - Audience development and outreach efforts which deeply and meaningfully engage new audiences from communities that have been underserved.
- **Artistic or Programmatic Capacity** - Development and implementation of new programming models that meaningfully engage or represent art and artists from communities that are underserved.

Partner organizations are not required to apply for this additional funding. RACC is intentionally making the scope of this request for proposals broad. We are interested in learning about and supporting the work that organizations are currently doing or would like to do to in the near future.

Eligible applicants may each submit one proposal and request any amount of funding between \$5,000 to \$25,000 per year for 1 to 3 years. RACC intends to award approximately \$200,000 in this cycle.

Applications in response to this RFP should be submitted online in the [RACC Application Portal](#).

The submission deadline is **5pm on Wednesday, January 16, 2019.**

# ELIGIBILITY

## ELIGIBILITY REQUIREMENTS

- Applicants must be a current General Operating Support partner organization.
- Applicants must have a board-approved Equity statement or plan, and clear Equity goals. A statement of non-discrimination does not meet this requirement.
- The proposed initiative must build organizational capacity related to equity, and must advance one of the organization's stated Equity goals.
- Organizations that have previously received funding in this program must complete the final report for the prior grant before applying again.

## FUNDING RESTRICTIONS

- Funds awarded in this grant program will be restricted for use on the proposed initiative.
- Funds may not be used to support programming outside Multnomah, Washington, and Clackamas Counties.
- Funds may not be used for capital or construction costs, food, or equipment.

# SUBMISSION GUIDELINES

Applications in response to this RFP must be submitted through the RACC Application Portal at [racc.org/apply](http://racc.org/apply). Applicants need to provide the following items:

1. A narrative, submitted in the online form, responding to these questions:
  - a. Describe the history of your organization's equity, diversity, and inclusion work. (1,000 character limit)
  - b. What is the proposed project, program, or initiative? What activities will occur, and when/where will they take place. Who will be involved? (1,500 character limit)
  - c. What is the intended impact of the proposed activity on the community and on your organization? How will you evaluate impact during and after the activity? (1,500)
  - d. What makes your organization qualified to do the proposed work? How will underserved communities be involved in the planning and leadership of the project? (1,500)
  - e. How does the proposed work fit into your organization's larger goals around diversity, equity, and inclusion? (1,500)
  - f. If you will partner with other organizations or engage consultants, please describe their role in the project and your process for identifying and selecting these collaborators. (1,000)

2. A budget for the proposed project, program, or initiative.
  - a. Include both income and expenses. Also list the names of other funders who have been, or will be, solicited for the initiative, and indicate what other funding has already been secured.
  - b. If requesting multi-year funding, provide a budget that includes all years for which you are requesting funds.
3. Your organization's most recent monthly financial statements.
4. A copy of your organization's Equity statement and/or plan.
5. If your proposal includes funding to engage consultants, provide resumes, biographies, web links, or other information to demonstrate their qualifications.
6. If your proposal includes partnerships with other organizations, include letters of support from partner organizations.

The submission deadline is **5pm on Wednesday, January 16, 2019**. Late applications will not be accepted. Make sure to click the submit button after completing the application. Applicants will receive a confirmation email when their application has been successfully submitted.

## APPLICATION REVIEW

A panel made up of community representatives, RACC board members, and RACC staff will review proposals according to criteria listed below. 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.

### REVIEW CRITERIA

1. Proposal clearly articulates the purpose, goals, and activities of the proposed initiative.
2. Proposal demonstrates intended or potential impact of the initiative on the organization and the community.
3. Proposal identifies clear outcomes, which will allow effective assessment of impact.
4. Proposal demonstrates ability and capacity of the organization to meet the initiative's goals.
5. Proposal shows appropriate engagement of communities that are underserved in the planning and leadership of the program.
6. Budget is clear and supports proposed activity.

## GRANT AWARDS & ADMINISTRATION

Grant award recommendations will be presented to the RACC Board's Grants Review Committee, and then forwarded to the RACC Board of Directors for final approval. Applicants may be awarded less than the amount they request. Organizations can anticipate notification of funding decisions via email no later than March 22, 2019.

Funded organizations will be required to sign a grant agreement with RACC and are expected to complete the activities described in their application within the established grant period. It is the responsibility of the grantee to notify RACC staff in writing and in advance of any significant changes in timeline or activities of the project. Funded organizations are also required to retain their status as GOS partner organizations for the duration of the grant period.

### REPORTING AND GRANT PAYMENTS

- Organizations receiving one year of funding will receive the full grant payment once their grant agreement is returned.
- Organizations receiving multiple years of funding will receive the first year's payment once their grant agreement is returned. These organizations will be required to submit interim reports each year during the grant period, and subsequent grant payments will be sent upon the approval of interim reports.
- All funded organizations will be required to submit a final report describing the outcomes of their project.
- RACC staff will provide funded organizations with additional information about grant payments and reports when funding decisions are announced.

## APPLICATION ASSISTANCE

The RACC staff is available to support applicants throughout the grant process. If you need assistance preparing your application or if you have questions, please let us know!

### RACC Grants Staff Contacts

Jack Quinn MacNichol, Grants Specialist | 503.823.2928 | [jmacnichol@racc.org](mailto:jmacnichol@racc.org)

Helen Daltoso, Director of Grants | 503.823.5402 | [hdaltoso@racc.org](mailto:hdaltoso@racc.org)

### INFORMATION SESSIONS

RACC staff will hold two optional information sessions for organizations interested in responding to this RFP on Friday, December 7 from 9:00-10:00am and Thursday, December 13 from 4:00-5:00pm. Both sessions will take place at the RACC Office (411 NW Park Ave, #101). Please RSVP to [jmacnichol@racc.org](mailto:jmacnichol@racc.org).