



Regional Arts & Culture Council

General Operating Support

Guidelines for Partner Reports on FY 2018

What will this grant fund?	The General Operating Support Program provides general financial support to arts organizations in RACC's service area.
Who needs to report?	All General Operating Support partner organizations must report annually to continue receiving annual grant awards.
When are the report deadlines?	<p>Cycle 1</p> <ul style="list-style-type: none">• Reports due <u>Wednesday, November 14, 2018</u>, by 5:00pm• Awards announced in early February 2019 <p>Cycle 2</p> <ul style="list-style-type: none">• Reports due <u>Wednesday, February 27, 2019</u>, by 5:00pm• Awards announced in early May 2019 <p>Cycle 3</p> <ul style="list-style-type: none">• Reports due <u>Wednesday, May 1, 2019</u>, by 5:00pm• Awards announced in late June 2019 <p>Organizations are welcome to submit in any cycle as long as their FY 2018 financial documentation is finalized at the time of submission.</p>
How do I submit?	Submit your report online in RACC's Grant Portal at racc.org/apply
Who can I call with questions?	<p>For questions regarding GOS Reports:</p> <ul style="list-style-type: none">• Helen Daltoso, Director of Grants – 503.823.5402 – hdaltoso@racc.org• Ingrid Carlson, Grants Officer – 503.823.5417 – icarlson@racc.org <p>For technical assistance with the RACC Application Portal: Jack Quinn MacNichol, Grants Specialist – 503.823.2928 – jmacnichol@racc.org</p>
<p>Do you need materials in another language or format? We are committed to making our programs accessible to all. Please contact 503-823-2928 or grants@racc.org to request accommodations, translation services, or other assistance, or see page 7 for more information.</p>	

INTRODUCTION

The RACC General Operating Support Grant Program provides general financial support to arts organizations in Multnomah, Washington, and Clackamas Counties, based on their artistic excellence, proven service to the community, administrative and fiscal competence, 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. The minimum General Operating Support Grant award is \$8,000 for each year of the grant cycle.

PARTNER STATUS

Arts organizations that are receiving General Operating Support Grants will be given the status of partner organizations. Partner organizations must continue to meet eligibility and annual reporting requirements, including required financial documentation, in order to remain in General Operating Support and receive annual funding.

Partner organizations will be evaluated based on high achievement in the review areas including financial management (adaptive capacity, operating health, accurate data, meeting contributed income goals, diverse revenue sources, and managing towards annual surpluses), board stability and function, creative audience development/outreach (including diversification of audiences), and innovative artistic programming.

GRANT CYCLE

Partner organizations report once annually in one of three cycles, depending on the availability of complete and accurate financial data. Organizations may submit in a different cycle each year if needed.

ELIGIBILITY

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

1. Be an arts organization providing services in Multnomah, Washington and Clackamas Counties.
 - 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 tax status.
3. Have headquarters, with a physical address, within the RACC service area which includes Multnomah, Washington, and Clackamas Counties.
4. Have minimum eligible income of \$75,000.

5. Have at least one paid professional administrative staff member on payroll as an employee of the organization.
6. Have continuous administration throughout the year.

Partner organizations that do not maintain their eligibility status will be transitioned out of the program.

FUNDING RESTRICTIONS

1. Available funding from Multnomah, Washington, and Clackamas Counties will influence awards to organizations headquartered in those counties.
2. 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 official City of Portland boundaries.
3. Organizations that receive General Operating Support are not eligible to apply for the Project and Professional Development grant programs at RACC.

REPORT SUBMISSION PROCESS

- **Preparing to submit:** All report materials must be submitted online in the [RACC Application Portal](#). Please log into your organization's existing account to complete the report. If you have trouble accessing your organization's account, or navigating the system, please contact Jack Quinn MacNichol at 503-823-2928 or jmacnichol@racc.org.
- **Complete Data Arts Cultural Data Profile:** Along with other arts grantmakers in Oregon, RACC collects financial and programmatic data through the DataArts platform. Partner organizations should log into their DataArts accounts and complete a Cultural Data Profile (CDP) for FY2018. Be sure to enter your data using your board approved audit, reviewed financials, or year end financial statement so that it matches the other financial documentation you provide with the organization's report. For more information please visit racc.org/dataarts.
- **Submit your Report:** Complete and submit your report no later than 5pm on one of the three reporting deadlines: November 14, 2018, February 27, 2019, or May 1, 2019. Late online submissions will delay review of your application to the next cycle. A confirmation email will be sent to the address associated with your organization's account when the report has been successfully submitted.

SUPPLEMENTAL MATERIAL REQUIREMENTS

All documentation listed below is required as part of this General Operating Support report. Financial documentation must be finalized and approved. **Draft financials will not be accepted.**

The type of financial documentation required depends on the organization's eligible income. Eligible income for RACC General Operating Support is the organization's Total Unrestricted Revenue, less:

- Income related to services provided outside RACC's service area.
- In-kind revenue.
- Business revenue unrelated to arts programming (i.e. Fiscal Sponsorship pass-throughs, non-mission event rentals, etc.).
- Revenue related to services provided in venues that are not ADA accessible.
- RACC Grant income in the previous fiscal year.

Organizations must upload the following financial documentation:

1. FY 2018 documentation:

- Organizations with eligible income between \$75,000 and \$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 a Balance Sheet, and must be accompanied by a signed letter of approval from the organization's Board of Directors.** The letter should come from a board member and state the date on which the financials were reviewed and formally approved by the 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 and \$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.

2. The organization's most recent monthly financial statement. Include an Income & Expense statement and a Balance Sheet.

3. The organization's budget for FY 2019.

4. RACC's Data Arts Funder Report for FY 2018.

- Organizations must enter information from their most recently completed fiscal year into a DataArts Cultural Data Profile in order to generate a Funder Report, which should be saved as a PDF and attached to the General Operating Support report. The data profile must be in *Complete* status, meaning that your data has cleared the error check. Once the profile is complete, you will need to generate

your Funder Report and upload it in the RACC Grant Portal. Please refer to [How do I run or produce a Funder Report](#) for more information. If you have questions about the DataArts platform or need assistance entering data and generating a funder report, please contact the DataArts Support Center at 1-877-707-3282 or help@culturaldata.org.

REPORT REVIEW

REVIEW CRITERIA

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

Artistic Merit

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

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

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 report and supplementary materials.

REVIEW PROCESS

1. RACC grants staff will review reports to determine eligibility and clarity as well as accuracy of financial data. Organizations will be contacted if there are questions regarding submitted data.
2. RACC Staff will review reports according to established criteria. Financial documentation will be submitted to the Nonprofit Finance Fund (NFF), an independent nonprofit financial consultant, for review. In addition to reviewing the reports, the panel will recommend if an organization requires follow-up.
3. If necessary, organizations will be contacted to schedule meetings with a RACC representative. Follow-up will be based on areas of interest or concern for reviewers. Organizations will be advised about what will be discussed during any meetings and who from the organization should attend.
4. The RACC Board approves GOS funding policy and awards for the fiscal year.
5. RACC Staff will present their review of the General Operating Support Reports to Grants Review Committee of the RACC Board for approval.
6. 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 AWARDS & ADMINISTRATION

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 and maintain directors and officers liability insurance (D&O). The organization shall also maintain liability insurance that protects the organization and RACC from any claims, demands, actions, and suits for damage to property or personal injury arising from their 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.

ACKNOWLEDGMENT (CREDIT TO RACC)

It is vital that RACC grant recipients print current RACC logos as a demonstration of how public funds 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. Current logos are available for download in a variety of formats at racc.org/logos.

Please note: organizations are no longer required to use the Work for Art logo.

REPORT ASSISTANCE

The RACC grants staff is available to support applicants throughout the grant process.

- **Translation Services and Accommodations**

RACC is committed to making our programs and services accessible to everyone in our community. We are happy to provide accommodations for people with disabilities and those who need language or translation support at any point in the process. Please contact Jack Quinn MacNichol at 503-823-2928 or jmacnichol@racc.org to request accommodation, translation, or other assistance.

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

For questions regarding **GOS Reports**:

- Helen Daltoso, Director of Grants – 503.823.5402 – hdaltoso@racc.org
- Ingrid Carlson, Grants Officer – 503.823.5417 – icarlson@racc.org

For **technical assistance** with the RACC Application Portal:

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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.