



# Regional Arts & Culture Council

## Request for Proposals

# Capacity Building Program

### INTRODUCTION

#### OVERVIEW

We recognize there are communities that make-up the cultural richness of our region that have not been served by RACC. Too many of our residents—including communities of color, people with disabilities, homeless or houseless communities, immigrants and refugees, or LGBTQIA+ communities — experience vast disparities in terms of access to publicly funded services, including arts and culture. RACC is committed to ensuring that everyone in our region has equal access to arts and the fundamental right to express their culture through the arts.

The Capacity Building Program provides operating and professional development support to arts organizations serving under-represented populations and whose leadership reflects those population’s communities. In doing so, they may define and meet their needs for appropriate and sustainable organizational infrastructure. It is also our intention to build our own capacity by learning and adapting our processes through the partnerships we develop in this program.

#### POTENTIAL PROGRAM OUTCOMES FOR PARTNER ARTS ORGANIZATIONS:

- Leadership with clear decision making processes in place
- Consistency in staffing
- Effective board structure and operations
- Current and accurate financial projections and reporting
- Diverse sources of financial support while managing for reserves and risk capital
- Plan for sustainability

#### POTENTIAL PROGRAM OUTCOMES FOR RACC:

- Identify new ways to support the diverse and changing communities of Portland
- Adapt our processes in response to what we learn from our partners in this program

## PROCESS

Up to five organizations will be selected to join the Capacity Building Program in this process. Organizations can expect to receive financial and professional development support for a minimum of two years and not to exceed five years. Funded organizations will receive \$15,000 annually in unrestricted funding and will receive up to \$10,000 in Professional Development or Technical Assistance.

Organizations will be selected in a competitive process. Once selected, participants will have initial assessment with RACC staff and a consultant to help determine the assets already in existence and each organization's anticipated/experienced challenges. Once these areas are identified, RACC will support trainings for leadership to build on those assets and address challenges. This program is tailored toward each organization with consideration for geography, field, age/stage, community served and size of budget/revenue.

This multi-year program will provide time to determine the capacity building plans and solidify a strategy. We will plan to engage at least two to five members of each organization's leadership in an effort to build a team to engage in the work.

Potential areas of support services/trainings to build capacity could include:

- Initial Assessment and leadership training for staff and boards.
- Financial analysis and training
- Fundraising and fund development training, including Earned Revenue.
- Mentorships
- Technology and Infrastructure support assessment
- Strategic and sustainability planning

## ELIGIBILITY

### ELIGIBILITY REQUIREMENTS

To apply, all applicants must:

- Currently have 501(c)(3) status.
- Be headquartered within Multnomah County and/or the City of Portland limits.  
*If accepted into this multi-year program, the grantee must continue to be headquartered within this area for the duration of their participation. Otherwise, the grant will be forfeited. Legal address, as shown on the organization's tax return, must be within the stated area.*
- Have existed as an organization for at least three years.
- Offer on-going, year-round arts programming.
- Programming focused on at least one under-represented community (communities of color, people with disabilities, homeless or houseless communities, immigrants and refugees, or LGBTQIA+ communities). AND one or both of the following:
- 60% or more of the organization's leadership (staff and board) self-identifying as part of the under-represented community served through the organization.
- Regularly engage with, present, or employ at least 60% artists from the under-represented community served through the organization.

# APPLICATION INSTRUCTIONS

Please note, this application process works differently than other RACC grant applications. Prior to applying, interested organizations need to contact Helen Daltoso at [hdaltoso@racc.org](mailto:hdaltoso@racc.org). Eligible organizations will be given access to the application materials in the application portal. Applicants must contact Helen **no later than 5pm, Friday, April 19, 2019** to be considered.

Applications must be by submitted in the [RACC Opportunity Portal](#) **5pm on Wednesday, April 24, 2019**.

The application will require the following information:

1. A narrative, submitted in the online form, responding to the following questions:
  - a. Describe the organizational history, mission, vision, and goals. (1,500 character limit)
  - b. Describe the organization's projects, programs, or regularly occurring activities and initiatives. (1,500 character limit)
  - c. Describe the under-represented community you primarily serve and the intended impact of your programming on this community. (1,500 character limit)
  - d. How is your organization's leadership qualified to do the work of the organization? (1,500 character limit)
  - e. Describe the role of any partnering organizations, collaborators, or artists in the work of your organization. (1,500 character limit)
  - f. Detail your organization's greatest *accomplishments* and *challenges* in relationship to your artistic programming, your audience development, and your organizational management. (2,500 character limit)
  - g. How will Capacity Building support impact your organization? (1,500 character limit)
2. Upload your organization's current annual budget including both income and expenses.
3. Upload your organization's most recent monthly financial statements.
4. Upload samples of the art and/or services your organization provides.

Late applications will not be accepted. Applicants will receive a confirmation email indicating that their application has been successfully received.

# APPLICATION REVIEW

A panel made up of community representatives and RACC board members will review and rate proposals according to review 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 decisions have been announced.

## REVIEW CRITERIA

1. Proposal demonstrates awareness of who, what, and where the organization is; and the impact their programs and activities have in their community and the community at large.
2. Proposal demonstrates ability and capacity of the organization to fully participate in the Capacity Building Program.
3. Proposal identifies clear outcomes of participation in the Capacity Building Program, which will allow effective impact assessment.
4. Proposal demonstrates that the organization appropriately engages marginalized communities in its leadership and in the planning and execution of programs and activities.
5. Financials documents are clear and demonstrate a level of organizational capacity.

## GRANT AWARDS & ADMINISTRATION

Organizations can expect to receive a response to their application no later than June 15, 2019. Funded organizations will be required to sign a grant agreement with RACC and are expected to participate fully in all program activities. Organizations will be required to submit annual reports to RACC about their finances and programs throughout their participation in the program. More details will be provided to funded applicants.

## APPLICATION ASSISTANCE

If you have questions about this grant program, eligibility or content, please contact **Helen Daltoso** at 503.823.5402 or [hdaltoso@racc.org](mailto:hdaltoso@racc.org).

If you have questions about the RACC Opportunity Portal system or need any technical support when preparing your materials, please contact **Jack Quinn MacNichol** at 503.823.2928 or [jmacnichol@racc.org](mailto:jmacnichol@racc.org)