



Regional Arts & Culture Council

Professional Development Grant Guidelines SPRING 2020

What does this grant fund?	This grant supports distinct opportunities to push forward your creative practice and/or business skill development.
Who can apply?	Artists, arts professionals, and arts organizations based in Clackamas, Multnomah, or Washington Counties who meet the other basic eligibility requirements can apply.
How much funding is available?	You can apply for a grant up to \$2,000. This cycle RACC will award approximately \$45,000.
When should I apply?	Application cycles are open twice a year. This cycle supports opportunities that take place between January 1, 2020 and June 30, 2020 . Inquiry Applications must be submitted by 5:00pm on Wednesday, October 2, 2019 .
How do I apply?	You can fill out an Inquiry Application through the RACC Opportunity Portal at racc.org/apply .
Who can I call with questions?	For questions about this grant , contact Grants staff at grants@racc.org or (503) 823-2928. For technical assistance , contact grants@racc.org or (503) 823-2928.

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

Para preguntas sobre la aplicación para una grant de RACC en español, contacte a grants@racc.org o al (503)823-2928. Podemos crear y proporcionar materiales en otros formatos y idiomas.

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.

INTRODUCTION

The Professional Development Grant Program supports artists, arts professionals, and representatives of arts organizations with up to \$2,000 toward distinct opportunities that will push forward their creative practice or business development.

The Professional Development Grant Program is centered on whether the opportunity you would like funding for is 1) **distinct** from other experiences you have had previously, 2) **timely**, meaning you are in a prime position to benefit from the opportunity, and 3) able to provide **new professional growth**.

GRANT CYCLES

Professional Development Grants are open for applications twice a year. For the Spring 2020 grant cycle, the proposed opportunity must take place between **January 1, 2020 and June 30, 2020**. If you are awarded a grant and the opportunity cannot be completed within this timeframe, you are required to communicate with RACC grants staff and potentially relinquish the grant. You will be eligible to re-apply in future grant cycles.

TYPES OF OPPORTUNITIES

Examples of eligible opportunities supported by Professional Development Grants:

- **Workshops, seminars, independent study with a mentor or renowned artist, and other learning opportunities.** The opportunity must be directly related to pushing forward your creative practice and/or business skill development.
- **Conferences and other professional networking events.** The opportunity must be directly related to your creative discipline.
- **Invitations to show work at an established venue outside the Portland area, present work at a major festival, and other exhibition opportunities.** If the opportunity is juried or available only through a competitive selection process, include this information as a supplemental material.
- **Artist-in-Residence programs and research for creative and/or business skill development.** The opportunity must be toward your ongoing exploration for your overall creative practice and/or business skill development, and should not be related to any specific artistic project.
- **General promotional material and website development.** The full application should include a clear marketing and distribution plan for the funded materials.
- **Professional Consultation.** The full application should include a clear process for how you selected your consultant(s) as well as a budget quote.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

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

- Be an artist, an arts professional, 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.
- Be in good standing with all reporting requirements for previously-funded RACC grants.
- If applying for an opportunity for a collaboration or collective, submit only one application from an individual member of the collective or collaboration. The proposal must include the other participants and address the nature of the collaboration.

WHO IS NOT ELIGIBLE 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.
- Previous Professional Development Grant recipients cannot apply in the cycle immediately following their awarded cycle.
- Organizations receiving RACC General Operating Support are not eligible to apply. However, artists who work at these organizations may apply with opportunities for their own creative and/or business skill development unrelated to the work they do for the organization.
- Members of RACC staff or board are not eligible to apply.

OTHER FUNDING CONSIDERATIONS

1. Available funding from Clackamas, Multnomah, and Washington county governments impacts award decisions.
2. Whenever possible, RACC strives to award applicants who have not been awarded Professional Development grants in prior or recent cycles.
3. Professional Development Grant proposals and Project Grant proposals cannot be related to one another, or to other RACC programs that result in direct, financial benefit to RACC.
4. If you are an artist or arts professional awarded with a Professional Development Grant, you must provide RACC with a Social Security number upon award notification.
5. If you represent an arts organization, you must provide RACC with a Federal Employer Identification Number in the application.

WHAT IS ELIGIBLE FOR FUNDING?

All expenses to be covered by the Professional Development Grant must be **directly related** to a concrete eligible opportunity. **Examples of eligible expenses:**

- Travel, transportation, and lodging costs
- Registration fees
- Tuition costs for a course outside of a degree or certificate program
- Shipping costs for artwork, supplies, and other materials
- Printing costs and materials
- Web hosting and fees associated with website development
- Professional consultant fees and services

WHAT IS NOT ELIGIBLE FOR FUNDING?

Examples of expenses not eligible to be covered by Professional Development Grants:

- Rent
- Purchase of food
- Purchase of equipment costing more than \$500 and equipment unrelated to a specific learning opportunity
- Project-based work or costs related to the creation of artwork
- Unpaid 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 your artistic career
- Similar activities in consecutive years or activities that have already taken place
- Ongoing work or business expenses
- Your own professional artistic or administrative fees
- A full- or part-time staff position
- Medical fees and most legal or accounting fees

APPLICATION PROCESS

The Inquiry Application and the Full Application with Supplemental Materials must be submitted online through the [RACC Opportunity Portal](http://racc.org/apply) at racc.org/apply. If you have difficulty accessing your account or have challenges using a computer, contact Grants staff at grants@racc.org or (503)823-2928.

STEP 1: INQUIRY APPLICATION

Inquiry Applications must be submitted online by **5:00 pm on Wednesday, October 2, 2019**. Late applications are not accepted. When your application has been successfully submitted, you will receive a confirmation email. RACC staff review all Inquiry Applications to verify basic eligibility, confirm categories, and evaluate proposal competitiveness. If you are invited to move forward in the process, you will receive an email notification by **Wednesday, October 16, 2019**. Your application status also will be noted in your RACC account.

STEP 2: FULL APPLICATION AND SUPPLEMENTAL MATERIALS

Full applications, including all supplemental materials, must be submitted online by **5:00 pm on Wednesday, October 30, 2019**. Late applications are not accepted. When your application has been successfully submitted, you will receive a confirmation email.

Supplementary materials for the Full Application must be uploaded through the [RACC Opportunity Portal](http://racc.org/apply). The following file types are accepted: **.pdf, .jpg, .tif, .mp3, .mp4, and .mov**. Keep in mind that grant panelists view all application materials electronically. Name each file clearly to reflect its contents.

If you are an artist or arts professional, you must include:

- Your resume or CV and the resume(s) of any principal people involved
If you do not have a resume, an artist's bio (approx. 150-300 words) is acceptable
- Information relevant to the proposed opportunity, such as a letter of invitation, brochures, consultant work samples, and other applicable materials
- Quotes, estimates, or documentation of cost research to support your proposed budget

If you represent an arts organization, you must include:

- Resumes or brief biographies of all staff and any consultants involved
- Information relevant to the proposed opportunity, such as a letter 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 reviews and scores Full Applications according to the following established review criteria.

Proposal Merit

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

Benefit to Applicant

- Uniqueness of proposed activity in the applicant's creative practice and/or business
- Evidence the proposed activity will push forward creative practice and/or business
- Evidence the proposed activity is timely and will help develop the artist or organization long-term

Application/Budget Preparation

- Clear description of proposed activity and other required information
- Accurate, realistic, and complete projections in proposed budget
- Complete set of supplementary materials
- History of compliance with previous RACC grant requirements

AWARDS & ADMINISTRATION

Grant funding decisions and specific award amounts are based on panel scores and available funding. The review panel's final recommendations for grant awards are presented to the Grants Review Committee for final approval. Grant applicants will be notified by email of funding decisions by **Friday, December 13, 2019**.

The total amount of each Professional Development Grant depends on the funds available in the budget for the fiscal year. The RACC Board may place limits on the amount it will award in any one grant cycle at its discretion. Due to the competitive nature of this grant program, it is possible that funded applicants may receive less than the requested amount. If an application is not fully funded, the applicant is permitted an opportunity to adjust their proposal.

Grantees will receive their full grant payment once their Grant Agreement is submitted and approved. Instructions on submitting final reports are also provided to grantees.

ACKNOWLEDGMENT

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

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.
- **WHY** the opportunity is timely within your creative practice or business and how you are in a prime position to benefit from this opportunity.
- **WHAT** the impact will be on your creative practice or business and why this is the best opportunity to achieve that impact.
- **HOW** the opportunity is distinct from experiences you have had before in your career or business and how it offers you experiences unavailable to you otherwise.
- **WHERE** you are contributing in the budget (with your own cash or in-kind support) toward the total expenses of the opportunity.

FINAL REPORT REQUIREMENTS

Professional Development grant recipients are required to submit a final report through the RACC Opportunity Portal along with documentation of eligible expenses. Final Reports should be submitted once the funded activity is complete and are due no later than August 15, 2020.

RACC GRANT COMPLIANCE

Final reporting requirements must be met within two months of the grant cycle ending. It is the responsibility of the grant recipient 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 uncompleted opportunities or final reports, can affect future award decisions.

APPLICATION SUPPORT

INFORMATION SESSIONS

Grants staff offer free information sessions in the month preceding each Inquiry Application deadline. You can learn more about the application process and ask Grants staff any questions you might have. For specific information about the dates, times, and locations of these sessions and to register online, go to racc.org/grants.

APPLICATION WORKSHEETS

All applications must be filled out and submitted online. Worksheets for the Inquiry Application and Full Application (including budget) are available upon request.

DRAFT REVIEW

Grants staff can provide a review of your completed draft of the Full Application, including the budget. Draft review does not guarantee an outcome, but can be a helpful revision tool. This service is available on a first come, first-served basis up to **Wednesday, October 23**, which is one week prior to the Full Application deadline. To schedule a draft review appointment, save your application draft and budget in the RACC Opportunity Portal, then email Grants staff at grants@racc.org.

TECHNICAL SUPPORT & OTHER SERVICES

For any of the services listed below, contact Grants staff at grants@racc.org or by phone at (503)823-2928.

TECHNICAL SUPPORT

We are available to provide you any technical support you might need. If you don't have a computer, you are welcome to use our public computers for grant applications.

ACCESSIBILITY

We are happy to provide documents or information in alternate formats to make our processes more ADA-accessible.

TRANSLATION SERVICES

We can arrange translation services if you or someone you know would like to receive information about RACC services or to submit a grant application in other languages.