



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 may request any amount of funding from \$100 to \$2,000. In this cycle RACC will award a total of approximately \$45,000.
When should I apply?	Two grant cycles are available each year. This cycle supports opportunities that take place between January 1, 2020 and June 30, 2020 . Inquiry Applications must be submitted by <u>5:00pm on Wednesday, October 2, 2019</u> .
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 question about this program, contact Quinn MacNichol at qmacnichol@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.

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

INTRODUCTION

The Professional Development Grant Program supports artists, arts professionals, and arts organizations with up to \$2,000 toward distinct opportunities that will push forward their creative practice or business skill 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 available 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 that could be 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 the proposal should not be focused on 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 or website.
- **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 with a legal residence or headquarters 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 from 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 or Tax ID 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 CAN THE FUNDING BE USED FOR?

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 CANNOT BE FUNDED?

Expenses not eligible to be covered by Professional Development Grants:

- Rent of an office or residence
- 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
- Learning a new craft unrelated to your artistic career
- Activities that have already taken place
- Ongoing work or business expenses
- The applicant's own professional artistic or administrative fees
- Full- or part-time staff positions
- 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 Quinn at gmacnichol@racc.org or 503.823.2928 for assistance.

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 will also 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, November 6, 2019**. Late applications are not accepted. When your application has been successfully submitted, you will receive a confirmation email and it will be noted in your account.

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 PROCESS & CRITERIA

A panel of RACC staff will review and score Full Applications according to the following 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

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.

GRANT AWARDS & ADMINISTRATION

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**.

Grant funding decisions and specific award amounts are based on panel scores and available funding. 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 to adjust their proposal if needed in consultation with RACC staff. Grantees will receive their full grant payment once their Grant Agreement is submitted and approved.

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.

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 through the RACC Opportunity Portal once the funded activity is complete and are due no later than **August 15, 2020**. 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.

SUPPORT & ASSISTANCE

To request any of the following services, contact us at grants@racc.org or call 503.823.2928.

TECHNICAL SUPPORT

We are available to provide you any technical support you might need. If you don't have access to 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 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.

INFORMATION SESSIONS

RACC staff will offer free information sessions ahead of the Inquiry Application deadline. You can learn more about the application process and ask Grants staff any questions you might have. Information sessions will be held on September 12, 14, 17, and 24. To register or for more information, visit racc.org/rsvp.

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 30**, 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 contact Quinn at 503.823.2928 or gmacnichol@racc.org to make an appointment.