INTRODUCTION

The RACC General Operating Support Grant Program provides financial support to arts organizations in Multnomah, Washington, and Clackamas Counties, based on impact in the community, strong artistic programming, and operational health. The General Operating Support Grant Program seeks to support a wide range of quality arts programming made available to the public.

RACC’s partnerships with organizations receiving General Operating Support are ongoing. As long as partner organizations continue to meet eligibility and annual reporting requirements, they will remain in the program and receive funding.

Staff Assistance: Have questions about the application process? Need assistance with the application portal? Contact RACC grants staff:

- Helen Daltoso – 503.823.5402 – hdaltoso@racc.org

Accessibility: We are committed to making our programs and services accessible to everyone. Please contact RACC staff to request any accommodations, translation, interpretation, or other assistance you need in completing this process.
WHO IS ELIGIBLE TO APPLY?

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

1. Be an arts organization providing services in Multnomah, Washington, and/or Clackamas Counties. *If your organization is headquartered in Washington or Clackamas counties, please contact RACC staff.*
   
   **Definition:** 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 status.

3. Have headquarters, with a physical address, within the RACC service area.

4. Have been in existence for a minimum of three years or be the result of merging organizations with at least a three-year history each.

5. Have minimum eligible income of $75,000 for each of the past three years. To determine eligible income, see “RACC Eligible Income Computation” in the General Operating Support application.

6. Have at least one paid professional administrative staff on payroll as an employee of the organization for at least one year prior to the application deadline.

7. Have continuous programming and administration throughout the year.

**Applicants are encouraged to schedule time to consult with RACC grants staff regarding eligibility and criteria at least one week prior to the application deadline (no later than November 27, 2019).**

INELIGIBLE APPLICANTS

1. Organizations composed exclusively for re-granting.

2. Fiscal agents or umbrella organizations.

3. Accredited institutions of higher learning, television and radio broadcast organizations.

4. Churches or church-affiliated programs receiving a significant portion of their base support from a church or religious organization.

5. Governmental institutions, i.e. public libraries, park and recreational facilities, public schools, etc.

6. Organizations whose most recent completed fiscal year financial statements show negative liquid unrestricted net assets. Applicants with questions about this requirement are encouraged to contact staff.

FUNDING RESTRICTIONS

1. The minimum General Operating Support Grant award in the first year is $15,000.

2. Available funding from Multnomah, Washington, and Clackamas Counties will influence awards to organizations headquartered in those counties.

3. 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 city limits of the City of Portland.
4. Organizations that apply for and receive General Operating Support funding are not eligible to apply for funding through any other RACC grant programs not specifically designed for GOS partner organizations.

APPLICATION PROCESS

- **Preparing to apply:** All application materials must be submitted online. Applicants should log into their organization’s existing account, or create an account, in RACC’s online Opportunity Portal at racc.org/apply. Applicants are encouraged to consult with RACC grants staff in advance of applying.

- **Application Deadline:** Applicants must submit their completed application, including the upload of all required supplemental materials by 5pm on Wednesday, December 4, 2019. Late applications will not be accepted. Please make sure to click the green submit button. Applicants will receive a confirmation email when their Full Application has been successfully submitted.

- **Application Review:** A panel made up of community representatives, RACC Board members, and RACC staff will review and rate proposals according to review criteria listed in these guidelines. 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.

SUPPLEMENTAL MATERIAL REQUIREMENTS

All documentation listed below is required as part of this grant application proposal. Applicants should upload the documents listed below as PDFs. Applicants can also provide links to websites or videos.

1. Long-range or strategic plan, if one exists.
2. Board adopted plan, if one exists, to address any/all of the following: Equity, Diversity, Inclusion and Access.
3. Current season brochures, programs, publicity materials and recent reviews. Limit to 2 examples per item.
4. Organization’s current Non-Discrimination Policy.
5. Digital images, or links to online material for documentation of recent programming.
6. Organization’s current annual budget.
7. Organization’s most recent monthly financial statement, including Income & Expense Statement and Balance Sheet.
8. Complete financial documentation from the last three completed fiscal years.
   - Applicants may submit internally produced financial statements for each year which show expenses by major programs and support services and include an Income & Expense Statement and Balance Sheet, accompanied by a signed letter of approval from the applicant’s Board. Please make sure to label all the files clearly. All three years of financial statements should be presented in a consistent format.
Applicants may also submit CPA reviewed or audited financial statements in the place of internally produced financial statements.

APPLICATION REVIEW

REVIEW CRITERIA

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

Artistic Work (30 points maximum)
In the review of Artistic Work, panelists will be looking at:

- Innovation within the artistic discipline
- Willingness to take risks and adapt programming when necessary
- Under-represented art form in the tri-county region
- Dedicated artistic leadership
- Evidence of Equity, Diversity, Inclusion and Access in programming and artistic agenda
- Commitment to cultivating and showcasing local artistic talent.

Community and Audience Impact (30 points maximum)
In the review of Community and Audience Impact, panelists will be looking at:

- Engagement of community in the design of programming and program evaluation
- Diversity of audience/participant engagement
- Communities served through programs
- Artistic or administrative partnerships, collaborations, and other regular engagement activities with other arts organizations
- Under-represented community focus as specifically identified in the mission, leadership, and artists.

Operations (40 points maximum)
In the review of Operations, panelists will be looking at:

- Financial systems and practices
- Financial performance and health
- A governing board with demonstrated active leadership
- Planning for future leadership needs
- Diversity of staff/board and other volunteers

REVIEW PROCESS

1. RACC grants staff will review proposals to determine eligibility and clarity as well as accuracy of financial information in accordance with Audited or CPA-Reviewed financial statements. Applicants will be notified by email if their proposal is deemed ineligible.
2. The General Operating Support review panel, will include community members and RACC Board members, who will review and rate proposals according to established criteria.
3. The GOS Panel will abide by the RACC Conflict of Interest Policy. If an applicant would like to review this policy, please contact RACC grants staff.
4. The GOS panel will recommend awards to the RACC Grants Review Committee (GRC), who will then make a recommendation to the RACC Board of Directors for final approval.
5. Grant amounts will be a minimum of $15,000.
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 Grant Agreement in order to receive award funds. The agreement states the partner’s responsibilities, the amount of funding, and the approved use of the funds.

Organizations are required to comply with Oregon Revised Statues, 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. Partner organizations must also comply with all applicable provisions of the Americans with Disabilities Act of 1990.

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 display RACC’s logo 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 in printed and electronic materials associated with all performances, exhibitions, or other public events. Current logos are available for download in a variety of formats at racc.org/logos.

**FUTURE REPORTING REQUIREMENTS**

General Operating Support Grant partners will be required to submit an annual report based on the end of their fiscal year in order to receive subsequent years of General Operating Support funding. This report will address actual financial information, audience demographics, geographic distribution of services, and other information based on the criteria in the General Operating Support Report Guidelines. Organizations will also be required to submit a DataArts profile. The report may be submitted at any one of three available deadlines per year to align with the availability of complete and accurate financial data. GOS partner organizations can choose to apply for Investment Awards at the time of Base Award reporting.