



Regional Arts & Culture Council

Professional Development Grant Application Guidelines

July to December 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 \$250 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 July 1, 2020 and December 31, 2020 . Applications must be submitted by 5:00pm on Wednesday, April 15, 2020 .
How do I apply?	Fill out an application through the RACC Opportunity Portal at racc.org/apply .
Who can I call with questions?	For questions 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 advance 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 an ideal time in your career to benefit from the opportunity, and 3) able to provide **new, long term professional growth**.

GRANT CYCLES

Professional Development Grants are available twice a year. For this grant cycle, the proposed opportunity must take place between **July 1, 2020 and December 31, 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 advancing 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 application should include a clear marketing and distribution plan for the funded materials or website.
- **Professional Consultation.** The 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 names of 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 the cycle in which they were funded.
- Organizations receiving RACC General Operating Support are not eligible to apply. However, artists who work with these organizations may apply with opportunities for their own creative and/or business skill development, and unrelated to the work they do for the organization.
- Members of RACC's staff and Board of Directors 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 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 valued at 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
- Staff salaries and benefits
- Medical fees and most legal or accounting fees

APPLICATION PROCESS

PLEASE NOTE: The application process for Professional Development Grants has changed! It is no longer a two-step process - the full application is available now and due April 15.

- Applications and supplemental materials must be submitted online through the [RACC Opportunity Portal](#) at racc.org/apply.
- Applications must be submitted online by **5:00 pm on Wednesday, April 15, 2020**. Late applications will not be accepted.
- Make sure to **press the green submit button** on the left hand side of the page – just completing all of the required tasks will not submit your application! When your application has been successfully submitted, you will receive a confirmation email.

APPLICATION SECTIONS

- **Applicant Demographic Information [Individual Applicants Only]**
 - In this form, you will provide a variety of demographic information. We collect this data for evaluation purposes and your responses are not shared with the panel or part of the review process.
- **Application Form**
 - In this form, you will verify your contact information, answer short data questions, and longer narrative questions.
 - You can find a list of application questions on page 10.
- **Budget Form**
 - In this form, you will list all of the anticipated expenses for your activity, as well as all of the anticipated income to support the activity.
 - You can find a list of budget questions on page 11.
- **Resume or Biography**
 - In this section, upload the artistic resume or CV of the applicant (individuals) or the resumes or bios of participating staff members (organizations).
 - If you do not have a resume, an artist's bio (approx. 150-300 words) is acceptable.
- **Additional Information about your proposed activity**
 - In this section, upload additional information relevant to the proposed opportunity, such as a letter of invitation, brochures, links to websites, proposals from consultants, consultant work samples, or other materials that provide more detail about the opportunity.
- **Cost Research Documentation**
 - In this section, upload quotes, estimates, or documentation of cost research to support your proposed budget.

The opportunity portal will accept the following file types for uploaded materials: **.pdf, .jpg, .png, .mp3, .mp4, .mov** and links to **YouTube** or **Vimeo**. Keep in mind that grant panelists view all application materials online. Name each file clearly to reflect its contents.

REVIEW PROCESS & CRITERIA

A panel of RACC staff will review and score applications according to the following review criteria:

Proposal Merit

- Quality of proposed activity
- Quality of any professionals involved
- Capacity of the applicant 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 advance the applicant's creative practice and/or business skills
- 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 and clear supplemental 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 experiences otherwise unavailable to you.
- **WHERE** you are contributing in the budget (with your own cash or in-kind support) toward the total expenses of the opportunity.

GRANT AWARDS & ADMINISTRATION

The review panel's final recommendations for grant awards are presented to the Grants Review Committee and Board of Directors for final approval. Grant applicants will be notified by email of funding decisions by **Tuesday, June 2, 2020**.

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 may adjust their proposal 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 after the funded activity is complete and are due no later than **February 15, 2021**. 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 accessing our online application system. If you don't have access to a computer, you are welcome to use our public computers for grant applications. Please contact us to make an appointment.

ACCESSIBILITY

We are happy to provide documents or information in alternate formats to make our processes more accessible. If our application portal is not accessible for you, we are also happy to work with you to find an alternate way to submit your application information.

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 languages other than English.

INFORMATION SESSIONS

RACC staff will offer free, optional information sessions ahead of the 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 March 25, April 2, April 4, and April 10. To sign up or for more information, visit racc.org/rsvp.

DRAFT REVIEW

Grants staff can provide a review of your completed draft of the application, including the budget. Draft review does not guarantee funding, but can help prevent common issues and ensure you submit a clear application. This service is available on a first come, first-served basis up to **Wednesday, April 8**, which is one week prior to the 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.

APPLICATION QUESTIONS

Have you reviewed the Professional Development Grant Guidelines?

- Yes
- No

Are you currently a student enrolled in a degree or certificate program?

- Yes
- No

Have you received a RACC Professional Development Grant in the past?

- Yes
- No

Which discipline best describes your work? (select one)

- Dance/Movement
- Folk Arts
- Literature
- Media Arts
- Multi-Discipline
- Music
- Social Practice
- Theatre
- Visual Arts

What category best describes your proposed opportunity? (select one)

- Artist Residency
- Conference
- Workshop, class, or seminar
- Artistic Research
- Present or exhibit work outside of the region
- Work with a consultant
- Website and/or marketing materials

What is the start date of your proposed activity?

What is the end date of your proposed activity?

[Organizations only] Please provide a brief history of the organization, including mission statement, key programs, date established, and number of paid staff, volunteers, and board members. (2,500 characters including spaces)

1. Please describe your proposed professional development activity. Be sure to include what the activity is, where and when it will take place, who is involved. (1000 characters including spaces)

2. How will this opportunity impact your career as an artist? What new skills, assets, or experiences will you gain from this opportunity? (1000 characters including spaces)

3. How did you select this opportunity? How is your proposed opportunity distinct from others you have had previously? (1000 characters including spaces)

4. Describe how the timing of your proposed opportunity is significant. Why are you in the best position in your practice or career to benefit? What makes this opportunity urgent or timely? (1000 characters including spaces)

BUDGET FORM QUESTIONS

Proposed Opportunity Costs

List all expenses directly related to the total cost of the proposed opportunity (examples: airfare, lodging, registration fees, etc.). Consultant fees should include a breakdown of number of hours and hourly rate. See page 4 for a list of eligible and ineligible expenses.

	Item	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total:	

Proposed Opportunity Contributions

List all cash or donated (in-kind) contribution sources you will put toward your total cost. Indicate whether the contribution is confirmed or projected. Confirmed contributions make applications more competitive. Include the amount of funding you would like to request from RACC.

	Item	Projected or Confirmed?	Amount
1	RACC Grant Request		
2	Applicant Contribution		
3			
4			
5			
6			
7			
8			
9			
10			
		Total:	