



# Regional Arts & Culture Council

## General Operating Support

*FY20-21 Application Guidelines for new partner organizations*

The RACC General Operating Support grant program invests unrestricted funds in nonprofit arts organizations in the tri-county region to build an ongoing partnership.

**Deadline:**

- Wednesday, April 7, 2021 by 5:00pm

Apply online in the RACC Opportunity Portal at [racc.org/apply](https://racc.org/apply).

**Staff Assistance:**

- Helen Daltoso – 503.823.5402 – [hdaltoso@racc.org](mailto:hdaltoso@racc.org) – Primary GOS staff contact
- Ingrid Carlson – 503.823.5417 – [icarlson@racc.org](mailto:icarlson@racc.org)
- Molly Gray – 503.823.2969 – [mgray@racc.org](mailto:mgray@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.

**Si tiene preguntas acerca de la aplicación para una beca de RACC, contacte a [grants@racc.org](mailto:grants@racc.org). Podemos crear y proporcionar materiales en otros idiomas y formatos.**

## INTRODUCTION

RACC grant programs provide resources to increase the community's access to a wide range of arts and culture and promote RACC's core values:

- Accessibility – Inclusion, simplicity, and ease
- Advocacy – Visibility, resources, and impact
- Equity – Racial justice and representation in services and investments
- Diversity – Of art forms and artistic traditions
- Community – For belonging, support, and connection
- Innovation – Testing and adapting; finding new ways to deliver value

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 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.

## ELIGIBILITY

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 before applying.***  
*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 completed fiscal years. To determine eligible income, see "RACC Eligible Income Computation" in the General Operating Support application. ***If COVID-19 impacted your ability to meet this requirement, contact Helen Daltoso to discuss.***
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.

**You 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 March 31, 2021).**

## INELIGIBLE APPLICANTS

1. Organizations composed exclusively for re-granting.
2. Fiscal agents or umbrella organizations.
3. Accredited institutions of higher learning or 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. If you have questions about this requirement you 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, you must be headquartered, with a physical address and principal place of business, within the city limits of the City of Portland.
4. If you apply for and receive General Operating Support funding, you 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. Log into your organization's existing account, or create an account, in the RACC Opportunity Portal at [racc.org/apply](http://racc.org/apply). You are encouraged to consult with RACC grants staff in advance of applying.
- **Application Deadline:** Submit your completed application, including the upload of all required supplemental materials by 5pm on Wednesday, April 7, 2021. Late applications will not be accepted. Please make sure to click the green *submit* button. You will receive a confirmation email when your 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, you are welcome to contact the grants staff to schedule a one-on-one feedback session once funding decisions have been announced.

## SUPPLEMENTAL MATERIAL

You are required to provide financial documentation and will have the opportunity to provide additional supplemental materials that support the review of your GOS application. Please provide links to websites, videos, or upload documents as PDFs.

Required:

1. Links to online material in support of recent programming.
2. Current Non-Discrimination Policy.
3. Current annual budget.
4. Complete financial documentation from the last three completed fiscal years.
  - You may submit an Audit, CPA Review, or 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 your Board*. Please make sure to label all the files clearly. All three years of financial statements should be presented in a consistent format.

Optional:

5. Recent publicity materials, recent reviews, publications.
6. Strategic or scenario plan or framework.
7. Board adopted plan to address any/all of the following: Equity, Diversity, Inclusion and Access.

## 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 (15 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 (15 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 regular engagement activities with others in the arts community
- Under-represented community focus as specifically identified in the mission, leadership, and artists

#### Operations (20 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 GAAP or nonprofit accounting standards. 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](#).
4. Grant amounts will be a minimum of \$15,000 and reported to the RACC Board of Directors.

## GRANT AWARDS & ADMINISTRATION

If you are awarded a General Operating Support Grant you 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.

You will be required to comply with Oregon Revised Statutes, Chapter 656 regarding workers' compensation insurance and maintain directors and officers liability insurance (D&O). You must 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. As a partner organization you must also comply with all applicable provisions of the Americans with Disabilities Act of 1990.

Throughout the GOS partnership, organizations receiving General Operating Support Grants may be required to provide RACC with information about their current financial condition and program activities. The annual GOS partnership is contingent upon RACC receipt of governmental funding and the approved annual budget by the RACC Board of Directors.

## 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. General Operating Support partner organizations 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](http://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. You will also be required to submit an [SMU DataArts](#) profile. The report may be submitted at any one of 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.



# Regional Arts & Culture Council

## General Operating Support – New Partner Application

Submit your application at [racc.org/apply](https://racc.org/apply)

### Applicant Information

The contact information we have for your organization is shown below. If you need to make any changes, please update your **Applicant Profile**.

Organization Name \_\_\_\_\_

FEIN Number \_\_\_\_\_

Contact \_\_\_\_\_

### Organization Overview

Provide an organization summary. Include your mission statement, a synopsis of your organization's history, and a brief description of key programs offered by your organization, including outreach programming, with venues and general attendance. (2500 characters)

*Using the spaces below please provide your reflection on your organization's last two years. We are very interested to know your key successes and challenges, knowing that it has not been business as usual for most organizations. Topics to think about include response to COVID-19, pivots in artistic work, impacts of racial justice movements, etc.*

#### **Artistic Programming**

Describe your organization's recent artistic programming, including key accomplishments, current challenges, and plans going forward.

(4000 characters)

#### **Community & Audience Impact**

Describe your organization's work in engaging community and impacting audiences, including key accomplishments, current challenges, and plans going forward.

(4000 characters)

#### **Operations**

Describe your organization's operations, including key accomplishments, current challenges, and plans going forward.

(4000 characters)

**Leadership**

	First Name	Last Name	Title	Email
Administrative Lead – who makes the business decisions?				
Artistic Lead – Who makes the artistic decisions?				
Financial Lead - Who handles the organization's finances?				
Development Lead - Who is responsible for fundraising efforts?				
Arts Education Lead - If your organization provides education programming for K-12 students, who is the primary contact?				
Grant Contact – who should we contact with questions about the proposal?				

Brief Biography of the Artistic Lead(s)  
(1500 characters)

**Board of Directors**

Please provide a list of members of the organization's current Board of Directors including terms and officers.  
(1500 characters)

**Staffing & Board**

	FY2020 - # of people	FY2020 - FTEs
Full-time permanent employees		
Part-time permanent employees		
Full-time seasonal employees		
Part-time seasonal employees		
Independent contractors that are Artists		
Other independent contractors		
Number of board members		
Other part-time volunteers		

Has your staffing changed since the end of FY20?

Yes  No

If yes, please briefly describe the change in numbers from those presented above.

**Demographic Information for FY2020**

**IMPORTANT:** Information for Artists, Staff, and the Board of Directors should be entered as **actual numbers of individuals**. Information for Audience or Community Served should be entered as a **percentage of total audience**.

	Artists (both contractors & employees)	Administrative Staff	Board of Directors	Audience or Community Served
African American or Black				
Asian				

Latinx/Latina/Latino				
Native American or Alaska Native				
Native Hawaiian or Pacific Islander				
White/Caucasian/European				
Multi-Racial				
Other				
Surveyed or asked but declined to respond				
Not Surveyed				

Describe the identities included in the Other line above.  
(800 characters)

How do you, or how will you begin to, measure the demographics and diversity of your constituents? If you are collecting any additional demographic information, such as age and gender, please share your results here or email a report. (1,000 characters)

Are you actively involved in any efforts to expand the diversity of your organization and your constituents? Is there anything else you want to share about the people who regularly engage with your work? (1,000 characters)

**Audiences and Events for FY2020**

Live Events

Virtual/Online Events

Number of tickets/admissions sold		
Number of free tickets/admissions to events tickets		
Number of K-12 students served in schools or through other programs		
	FY2020	
If our organization is membership-based, how many members did you have in FY2020?		
If your organization sells season subscriptions, how many subscribers did you have in FY2020?		

List the physical venues or spaces where your work was presented in FY20. (800 characters)

List the types of virtual presentations and online programming you were able to present in FY20. (800 characters)

Does your organization own or lease a space that is made available to the wider community as a venue?

Yes  No

If yes, describe how the building or venue is used by the community. (800 characters)

**Financial Data**

	Third Prior FY	Second Prior FY	Most Recent Completed FY	Current FY (estimated)	Next FY (projected)
Fiscal Year Names (i.e. FY19-20 or FY2020)					
<b>REVENUE</b>					
Individual Contributions					
Corporate/Business Contributions					
Foundation Contributions					
Government Contributions					
RACC Funding					
Special Events					
Net Assets Released from Restrictions					
Ticket Sales					

Other Program Service Revenue					
Concessions					
Interest					
Other Revenue					
<b>REVENUE TOTAL</b>					
<b>EXPENSES</b>					
Program Services					
Management & General					
Fundraising					
Other Expenses					
<b>EXPENSE TOTAL</b>					

Explain any budget fluctuations in revenue and/or expenses across all years as reflected in the chart above. (1000 characters)

Please describe how you are meeting cash flow needs and balancing your budget for 2021 and beyond. (1000 characters)

**RACC Eligible Income Computation**

This information should reflect your final approved financial statements for the three most recent completed fiscal years ending 2018, 2019, and 2020. RACC eligible income includes those sources of revenue directly related to arts programming.

	FY2018	FY2019	FY2020
Total Unrestricted Income/Revenue from completed financial statements			
Income related to services performed outside of Multnomah, Clackamas, and Washington Counties			
In-Kind Revenue reported on completed financial statements			
Business Revenue unrelated to arts programming			
Revenue related to services provided in Non-ADA accessible venues			

Information on CARES support received by the organization in response to COVID-19.

Source	Name	Amount in FY20	Amount in FY21
Paycheck Protection Program Loan (PPP) -note if forgiven fully or partially			
Emergency Injury Disaster Loans (EIDL)			
Oregon State Legislature Direct Allocations			
Oregon Cultural Trust County Coalition CARES funding			
City of Portland PDXCARES			
Prosper Portland (note if loan or grant)			
Other			