

## **Make Learn Build information session transcript 3-3-21**

Ingrid 2:38

We'll get started. Thanks everyone for being here today. Today we're going to be doing a little background and dive into the new make learning build grant offered by the Regional Arts and Culture Council. Our agenda for today is where you're going to get to meet the RACC staff, a little history and touch on who the Regional Arts and Culture Council is, we're going to talk about the RACC grants transition, go through the guidelines, go through the application, make sure you know what opportunities there are for RACC staff support and then maybe to unmute and turn on video and talk a little more if your question has not been answered through this overview or you haven't been able to put that information into the chat or those questions into the chat, any last minute technical stuff that we need to go over before we dive in. Thank you all for being here.

Ingrid 4:03 So, when people are registering for the info session, there are a lot of familiar names. Um, it's great to see you all here. My name is Ingrid Carlson, I'm a Grants Officer there's a lot of new folks too and I look forward to someday meeting you in person. I've been at RACC for a long time and I'm excited to offer a new grant program. I am listed in the guidelines and on the website as the primary Make Learn Builds staff contact. What that means is that when you email [grants@racc.org](mailto:grants@racc.org) I'm the first person to respond. So I'm just monitoring the grant program and moving forward but all of us can answer your questions we're all working on this program, and with that.

Helen Hello. Hi everybody, thanks for taking the time to join us today for this info session. I'm Helen Daltoso welcome. I work in the grants program here at RACC.

Molly All right. Hey everyone my name is Molly Gray, my pronouns are she/her I'm also in the grants department with my lovely colleagues here. I will be watching the chat so if you have questions go ahead and pop those in there and I'll try to pull out the ones that are most relevant to the whole group as we pause

it multiple times throughout the presentation, and then try to get to all of your questions for at the end or follow up via email but we're really glad that you're all joining us and I look forward to seeing you all when we hop on our videos at the end.

One last thing as we go through today's PowerPoint, I just want to point out that the artwork, that is showcased in our PowerPoint was all purchased as part of PDXCARES Capturing the Moment call for BIPOC artists. And it is a real pleasure to share some of that work with you.

Molly Yeah, so just a little bit about the Regional Arts and Culture Council, either a refresher or an introduction. So RACC is a 501c3, and we serve, artists, arts organizations, arts professionals and schools in our Tri County region, which is Clackamas Multnomah and Washington County. The mission of the Regional Arts and Culture Council is to enrich our community, or culture, we do so by engaging in grant making, offering professional development opportunities, managing a nationally-acclaimed public art collection, supporting arts education and advocating for arts and culture throughout the region. Our funding comes from public and private sources. You can learn more about us on our website which is right there [racc.org](http://racc.org), or you can check us out on Instagram, we are @regionalarts, and there's lots of information on our website, and various other places to check us out.

Helen 6:59

So, RACC is in transition, who isn't in transition. I want to give you just a little bit of a background immediately when we close down, on March 13 I believe was our last day in the office. We decided that it was pretty important to do a couple things; take a break from what it was we were doing because we had no idea how long this pandemic was going to last, I don't even know that we were calling it a pandemic at that time. But we also knew that we needed to know what was happening for arts organizations and for individual artists around the community. So you're aware we put our grants on hold, we put project grants on hold, we

finished a cycle-so we were right in the middle of people submitting we went ahead and ran that process and we completed that and made awards. We decided to put professional development on hold, as well as continue to hold, or keep on hiatus, our individual artists fellowship.

Helen 8:18

So we've done several different kinds of surveying. The first surveying that we did was directly after the shutdown to find out what the immediate impact was, who was being laid off, furloughed, those types of things. We also decided that it was pretty important to figure out what the community was needing and would be needing although a lot of people didn't know and it's never a bad thing to get feedback from the community. RACC does that periodically. So we released a community wide survey we had probably about 450 responses to that survey. We did focus groups, particularly with BIPOC artists, Black Indigenous and People of Color, as well as administrators, and we got one on one feedback from many of our community partners. This allowed us not only to start working on a new strategic framework for RACC as we were transitioning, but also to take a look at what some interim grantmaking might look like that was really relevant and responsive to where the community is.

So program in transition, as many of you are probably aware that we jumped in immediately with emergency grants, we were able to award, Ingrid can you remind me what our total award on emergency grants were. I believe it was 200.

Ingrid 9:55 : I think it was twice that I think it was.

Helen 9:59 : Thank you. And I suspect... we heard through the survey that there will likely be additional need for that kind of resource. So stay tuned there may be some, some style of emergency funding become available through RACC, we haven't solidified anything yet but that is something that we're looking at. We continue to offer our general operating support grants, those are our core kind of based funding for larger organizations that have employees, and you'll learn

today about our latest endeavor the Make | Learn | Build grant, that's what you're here to learn about.

So, I want to share with you a little bit about what we heard from the community. We know that grant making is barrier-laden and we have been perpetrators of those barriers for as long as I can recall. So what we heard over and over and over again was reduced the barriers, and keep it simple. So one of the RACC values that was adopted as part of the framework was accessibility, what you're going to hear about today is an all in one application offering, where you get to choose when to apply, we're offering two cycles, and you get to choose what to apply for- so you get to think about what would have the greatest impact for you and use a single application.

We're offering smaller, more flexible awards allowing more artists and arts based businesses to gain resource so in the past. You've always heard us talking about organizations. We're sort of extending that out even though we've never not accepted applications from art based businesses, we're actually calling it out as an opportunity to build our community. They give a little more wide, a little more deep. And we've also tried to simplify language and process. Now, I know that it's not everything we say and everything we do works for everybody, so just keep in mind that feedback is very valuable to us, and particularly if there is language that is confusing or concerning for you as you're going through this process, never an issue to pop an email to the grants email and just say, "Hey, can you simplify the language for me a little bit?" We do take these under consideration when we produce the next set of guidelines.

The other thing you're going to see is you have access to the full award upfront, we were doing that with Professional Development and the Catalyst awards prior to this. But those of you who've received project grants, you're aware that you use to get the first part upfront, and the second part upon completion. That will not happen we're making flat awards, all upfront.

Equity. So RACC has been on a bit of an equity journey for some time it has some fits and spurts but mostly we've held on to it, and we keep raising it up. We did hear...

Ingrid 13:09 Whoops. Sorry.

Helen 13:16

No worries. Thank you, my dear. We want to continue to acknowledge that there is disparity, and that we are continuing to try to address this. We did hear this in the focus groups, and the survey. Equity has been one of RACC's values for a while now we're going to keep hanging in there. And we hope that you'll continue to push us in ways that we're not seeing. Just so you know the grant awards are based on funds available that's always the case with RACC as we're publicly funded, we will have panels together and they will provide rankings. And we will also work to make sure that our stated value to serve underrepresented communities - and that means underrepresented by RACC - that the number of applicants we have coming in, who are representative of Black Indigenous and People of Color communities, is met or exceeded by awards made. Right. So we start at the beginning with where we push this out and how we make sure that all communities are hearing about it, and inviting community in, and then we make sure that the representation in the community review panels is diverse. Okay, we're also offering for the very first time anti-bias training to our community panel reviewers, they will all go through that process together along with RACC staff.

Okay, we this is something we heard and you know there are lots of different ways that RACC can address this, but it really is about community and it didn't surprise us to hear this, people really don't like being on islands unto themselves particularly artists, particularly performing artists. We're at our best when we belong to a community where we feel connected, supported and have increased visibility. So a RACC value ends up being community where we're hoping to create belonging, support, and connection for the arts community. We've increased social media I hope you've noticed, and our web-based marketing to connect the arts community to opportunities, to each other, and to the greater community. We've also designed a community review paneling process that will hopefully deepen the relationship of community members who are selected to participate by making them part of the RACC family through a contractual arrangement that makes them seasonal employees. Molly is going to describe that a little bit more later but this is new to RACC. And it's just a way of extending, expanding, and deepening relationships for us.

Next. And finally I think this is my last one, innovation, this is a period of time which requires change. We heard that we know that change is different for different people. So we're going to continue to test and adapt and find new ways of delivering value for the community. This is what we like to refer to the grant making as a responsive opportunity, and it is built on the foundation of past successful programs. So what you're going to see when you get in there if you haven't seen this already, it's a little bit professional development capacity and it's a little bit project support. We've joined them together. We have a brand new applicant base through the surveying and through the work we've done to sort of create more community, and to invite arts based businesses and venues into our world through all the work we did with the city CARES and the state of Oregon CARES funding, that's a federal funding. We have tons of new folks that are part of our applicant base. We have a new community reviewer process, again Molly can go to that a little bit more. And we have new marketing opportunities to expand it social media. RACC has expanded our communications team to include folks who are keeping up with Instagram and Facebook and hopefully our website will be in the process of being retooled, so that you can find what it is that you need and you can connect to folks as you need to.

Ingrid 17:50 Thank you, Helen.

Molly 17:55 We haven't had any questions in the chat just yet, but just so folks know we will be pausing intermittently throughout the presentation. So if you have a question that's coming up, put it in the chat and when we get to pause I'll pull it up. We're going to go into the grant itself and application and the process more deeply in a second. But if anyone has any burning questions about RACC in general or the grant transition that we have undergone during the pandemic. Feel free to put those in the chat and we will just give it a little minute before we keep on going.

Helen 18:31 Also Molly I will just say, you know, we're available y'all. I think I hope you know that so if it doesn't come to you today as part of this information

session, reach out at another time. It's our job to speak with you, so please don't don't hesitate. I'm not a big fan of the phone these days. So I love emails, and we will respond.

Molly 19:02 I always prefer the phone, so if you're a person call me, if you're an email person email Helen.

Ingrid 19:10 Thanks for your patience as we go through this I've done many info sessions in my time but this is my first Zoom info session and I'm learning that it's hard to admit people and do the slideshow and share. Thank you for your patience just go through and we do want to answer all your questions as we as we can do this. Okay, so we're gonna dive into the guideline. So, hopefully you've all printed out and read the PDF of the guidelines, or if you haven't yet we're gonna go through it today but please read it on your own time. There's a lot of information, all included in those guidelines. We also have a FAQ on our website for some of those sort of expected frequently asked questions. We've tried to touch on everything you could possibly know before you get into filling out an application.

So in the Make | Learn | Build grant guidelines, the first page is just an introduction to the Make | Learn | Build grant, which was designed to really support the arts community, all aspects of the arts community, during this pandemic is open to artists, to creatives, to arts organizations and arts businesses in those three categories, we're going to talk about that. There are two levels of support you will select in your application whether you want to apply for the \$1,500 grant or the \$3,000 grant, and there are two deadlines. We have two cycles. One coming up, this month, March, 17 deadline. And we have another round coming up in May with a deadline in May (19). You are welcome to wait and apply before the May deadline if this March deadline is coming up too fast. Our contact information is also listed right on the first page of the guideline. So page two of the grant guidelines, it goes through all RACC's core values, please read through that when you have an opportunity. And it begins to define what we mean by Make, what we mean by Learn, and what we mean by Build. So if you're familiar with RACC, you may remember our project grants. In this for this

opportunity the Make category is really sort of an evolution of this transition opportunity for our previous project grant. It's about the creation of work. That might be a phase of a larger projects. That might just be in your studio creating the next, the next project you have, those projects those opportunities that are feeding your creative artistic soul right now. You're going to be applying in the Make category, moving forward as an artist for you at this time is making work.

The second category is Learn skill building or as they used to be called the professional development grants, this is our version of professional development, what I expect to see in the Learn category are people taking classes or attending workshops, maybe a virtual conference, something that you might be doing online to build those skills that are going to a new level as an artist, maybe you're not ready to make work that you know that you need. You can spend this time, during social isolation, working on advancing your skills in some way or as an organization, enhancing something going to.. learning something that's going to support your administration as an arts business or arts or, musicians.

The third category is Build, that's more of a longer term investment in something that's gonna support your operations, or your business. For the first time, we're allowing the purchase of equipment, we see that as an investment that we're going to make available because there may be something that you learned that you need in order to really move forward into the next phase of your artistic practice. So we will see you excited to purchase equipment, maybe that's a staff support position, that might be hiring a bookkeeper for a couple months when you get your art business QuickBooks setup, or other sorts of capacity building opportunity for you as a small business.

Anything, Molly, or Helen you want to add about our categories? You have the opportunity to, like, one of these categories, and whether you will be applying in the \$1,500 or the \$3,000 level. So, eligibility is covered in the guidelines on pages, two and three, and there's four things that we really want to clarify or to make clear about the eligibility. So, you must have a legal address in Multnomah, Washington, or Clackamas County, that is RACC's service area. You will need to physically reside or be headquartered as an organization or entity in our service area, in order to apply that means your legal address on your W-9.



Our second eligibility, you can be an individual or a business or an organization, any way that you are legally organized, you can apply and you will fill that out with your W-9 form. We may grant awards to LLCs, nonprofits, individuals, and we're really welcoming arts businesses into the application process. I do want to point out in the guidelines, we noted that you would receive 1099 miscellaneous at the end of the year - something changed in the tax code of 2020 and now it's a 1099 NEC. But what's important to note is that a grant award is income, and you will be expected to report that on your taxes for the year which received a grant.

The third eligibility criteria is that you need to have completed your final report in the category in which you are applying. Now, those who are who are have received grants, again it's that if you have an open project grant, you need to complete that project before you can apply in the Make category. However, if you have an opened project grant, you can apply for a Learn opportunity or a Build opportunity. It's that same way you used to be able to apply for one project grant, and the professional development grant, at the same time, we want to continue to support artists and organizations in the community, but we need to see you advance in a different area than is already supported by RACC. If you have questions about what grants you received in the past or have open, or if you're eligible to apply please, that's a great opportunity to reach out to RACC staff to clarify going forward.

And then the last eligibility criteria is that you can have one Make | Learn | Build grant at a time. If you receive a grant in round one you are not eligible to apply in round two. Only one open at a time. However, if you apply in round one, do not receive a grant in this cycle, you should be able to reapply by the round two deadline. We are working hard to make sure that you will be able to resubmit.

Ingrid 27:26

So, page three of the guidelines we do go through our funding restrictions and I'm going to touch on them here. The one of the funding restrictions is no projects or activities that have already received grant money. And there are some examples of that in the guidelines such as, if you've already received a project grants to support an activity that has been a RACC investment, you can't apply for an additional Make, Learn, Build grant for the same project. Same for public art

murals, Support Beam or other RACC programs. Please come to us for something else, new projects are welcome for other types like to learn, or build support are open to you.

No travel at this time we are in a pandemic and RACC grant funds cannot go to support people traveling to other communities. Stay home stay safe, hopefully, as the vaccine rolls out we can reinvest in travel but at this time please do not apply for travel opportunities. But we do want to support you in your work online or in other ways, and be thinking about creative innovation, so please come to us for those opportunities that will sustain and enhance your work in a safe way.

No tuition for degrees or certificates. We do accept applications from students we are excited to see applications from students, and we are excited to see applications for workshops, classes, conferences, hiring consultants to, to build those skills, but if you are enrolled in a degree or certificate program. This grant is not intended to be a scholarship. It's not intended to fulfill that tuition, sort of commitment to that institution.

Another funding restriction, no general operating support organizations can apply as the applicants for a Make, Learn, Build grant. However, you're welcome to partner with general operating support organization to be part of your Make, Learn, Build opportunity. If you have any questions about who those general operating support organizations may be please look on our website under our past grants check in with RACC grants staff.

No schools, school districts or sort of funding organizations on behalf of schools are, they are not what we see as individual artists or arts organizations or businesses, however, also like general operating support organizations, you are welcome to partner with schools to do projects in conjunction with schools. So please engage your community in your ongoing article.

If you are past due on your on a final report please finish that paperwork, you are not eligible to apply if you are have outstanding, in arrears, with your with your paperwork, but just get it done. It should say when you log into your account in the online system, whether you have a grant in a final report. That being said, if you have an open final report in one of the, the creation, the make category, but you want to apply in a different category that is acceptable but check with RACC grants staff if you think you might be overdue on turning in your final report.

The legal address impacts the event funding that refers to the fact that our sources of funding include City of Portland, Multnomah County, Clackamas County and Washington County and where you reside does have an impact on the amount of the budgeted funds for support of that county. So, Washington County funds go back out to Washington County based artists and arts organizations. The same thing with Clackamas County, and in the past with project grants and professional development grants there has an impact on how much funds are available from those counties to go back out to those counties. I wouldn't stress about it at this point but we want to be upfront about impact on that budget money from our jurisdiction. But what you can do is advocate for more funding, please, engage with your elected officials and make sure that they know that funding RACC and be part of the arts community is very important.

So, no RACC staff, or Board of Directors can apply for and Make Learn Build grant. However, everybody else who's eligible is welcome to apply. And no late applications. We do not receive your application in round one by the deadline, please don't contact me and ask for an exception, please just get your material ready for round two, cause we'll be in the next, the next cycle.

All right, I see that there's some chats I can't look at them, and share my screen at the same time. Molly -do you see anything in there?

Molly 32:57 I just want to make sure that you all can still hear me zoom is very angry with me right now. The program is allegedly not responding but Helen I see you nodding. Okay, great. The most recent things that I can see in the chat are when I posted the link to the FAQ and the FAQ document, which is what made Zoom really mad at me. If there's been anything since then Helen can you see it?

Helen 33:19 Oh yes, we got lots of questions. Okay, let me, let me drop you on them, let me drop them on you. So there's a good question about the funding available in May, as opposed to March, if more grants are awarded in March? Ingrid Can you talk a little bit about the thought process behind what pot of money is available in each cycle.

Ingrid 33:45 Well, the fact of the matter is that this is the first time we're offering this grant and so we're learning a lot, as we go through the cycles. We have a total budget available, of 900,000, a little over 900,000, for both award cycles. And there is just through experience I think there's a lot of interest at the beginning, in the first cycle. We've had our programs on hold so people are ready to make and learn and build and are seeking grants at this time so it's a competitive process. I imagine we will see more applications than we will be able to award and I think that once we engaged with the panel and see the number of applications that come in in round one, we'll see whether we need to either split the pot of money down the middle or award at a higher percent in the first round. I don't know, we'll see how it goes. But at 900,000, we anticipate about 400 grant awards between the two sides. What else would you add Helen?

Helen 35:12 Oh no, I think that's fine. I mean, wouldn't it be lovely if we could just split it into, but that's probably not going to be likely. We will run around two so there will be money, reserved for a round two.

Ingrid 35:22 If you're not ready to apply in round one don't feel like you have to jump in and apply right away just because the money will all be spent. We are promising a round two. Even if the budget might be a little smaller in round two.

Helen 35:47 Okay, Ingrid we got more questions so here we go... Basically, this question is asking, who's eligible for the build grant. Individuals are eligible for Build, Learn and Make businesses and organizations are eligible for Build Learn and Make. I'm not sure I understand what's meant by the word formally. You're going to be required to give us a distinguishing number of some form, whether it's an LLC or a 501c3 or your social security number, somewhere down the line, you're going to have to give us a number that we can pay out to, but everybody who's applying is eligible in all categories. Okay, so when you hear us give examples of things we're just giving examples of things.

Here's a question. Would you consider projects that incorporate community engagement as falling into the Learn category in that learning from community would inform next steps of the project.

Ingrid 36:55 In my mind, community engagement is still part of the Make category if you're creating work together. I think that, when you're thinking about what category and we'll talk a little bit more about this when we get into the application. But where is the money going. If the money in your budget is going to pay people to create work, participate or to end up with a product or a process that's Make. And of course there will be projects and activities and all categories that kind of touch on learning touch on building, but making is creating art. Learning is building your skills and Build is investment of a more tangible nature of equipment or staff in your operation.

Helen 38:00 Okay. Yes, equipment Siren Nation is available for individuals to purchase, as well as our businesses or organization.

Whoo. Let's see.

Okay, here's a good one for the Learn category. Does the funding only cover costs of class or workshop or can it go to materials, time practicing, studying new techniques as well? Could it be a self-guided study or could it be a payment to an individual or a mentor teacher, someone to teach a skill in a one-on-one setting? When do you need to take the class or workshop by?

Ingrid 38:50 So, Yes, you can include the teacher, or mentor or class, you can include in your budget the cost for your time to participate, you can include supplies and materials to explore with that learn opportunity that you are applying for. I would say be careful of, I know people will be attracted to the \$3,000 grant request, but if your learn opportunity, perhaps, isn't that expensive, and you've built in some of your own time and costs. Please be careful don't pad your budget just trying to get to \$3000. Please apply in the category that fits the opportunities that you're applying for.

Helen 39:45 And that goes right into the next question probably the number one question we get. Do I need to compartmentalize, is the word being used, or can a grant go to a combination of making learning building? Decide what is the real motivation behind the request, and please choose a category. Ingrid, do you want to add anything there?

Ingrid 40:10 No, we'll talk a little bit more when we get into the application. I'm going to suggest we move on to the next section of the PowerPoint, and we'll do some more questions after

Helen 40:22 I really liked the next one, it's a good one. Jan Cook wants to know, what do you recommend for two individual people collaborating as a team, would they have to apply as an individual, does getting a grant as a team make both people eligible for the later round of the grant in May? Clever.

Ingrid 40:52 One of you needs to step up as the applicant. And then you can pay your collaborator in your budget. You will be responsible for paying your collaborators, whoever applies is the individual. I would be mindful about both individuals coming forward for one opportunity with your own applications because they will be reviewed together... so instead someone step forward as the applicant, apply on behalf of the collaboration, and then pay your collaborator with the grant funds.

Helen 41: 44 So yes, I respect that we need to move on but I do want to remind people that this info session is being recorded and it will be available later - somebody internet was unstable so yes if you need to drop out or you want to encourage somebody that you know, to check it out, it will be available. Okay, there's a ton of questions but I hope we'll get to them.

Ingrid 42:14 And we can follow up after the session with questions that were not answered. Let me go back... So, the next part we want to talk about is the application process and review. You have the questions, and the budget form is in the guidelines PDF, however you will need to fill out the application and submit it through the RACC Opportunity Portal. You will also need to have an account, either create an account or log in to your existing RACC Opportunity Portal account in order to see the application to Make, Learn, Build grant, is only open to individual artists to arts organizations and arts businesses at this time. If for some reason you log in, and you don't see the Make, Learn, Build grant, please make sure you check your eligibility profile to make sure you fit in with those categories. And then you're welcome to apply.

So the process for the application is you will submit your applications by the March 17 deadline, it is 5 o'clock pm. It is not midnight. It is not 5:05, it is 5 o'clock, and that is set by the Opportunity Portal. I do just one piece of grant writing, sort of recommendation is that to try and get it in a little early. It is one of the weirdest things but the technology glitches happen, always seemed worse on the day of the deadline so if you get it in on March, 16, you're more likely to have a smooth experience. The next step is, there will be a staff review for eligibility, and for category. We will be making sure whether it's in Make, Learn, Build that is going to be reviewed along with other applications in the correct category. That will then go to the review panels who will be reading and scoring the applications online. More detail in our presentation to come. The panels will be meeting to discuss the applications, those will happen via Zoom in late April, and funding is then applied based on the panel ranking. We take the budget and other considerations, and awarding the \$1,500 or \$3,000 grants. And then, awards will be announced in mid-May. I think this timeline is important to keep in mind as you are applying for your opportunity. We'll talk more about that in a few minutes.

So some things to keep in mind about the application process and review process. This is on the PDF on pages three and four. Maybe you have more than one thing to apply for, something that is about the creation of work something of that is about learning a skill. What, which one should you apply for? You should really ask yourself, what is most important for you right now to sustain you during this time? What kind of grant funding is going to make the difference for you getting

through this time of transition. The more details you have, the more sort of concrete plan you have those are the opportunities that are going to be the most compelling. All of the review of all the applications is done online, and the panels will be held online. So keep that in mind when you are submitting your work samples, make sure that any links to work samples are active or up to date. If you hide something that has a password, make sure you provide the password in the material that you provide. The panelists will be clicking through and if something isn't working, that can be a real challenge in the review process. We will be engaging a diverse group of panelists, and they will be marking your reviewing your applications against the review criteria, those are listed in the guidelines and we're going to talk about them later in the slideshow. We do have a conflict of interest policy that's also available on our website. We can provide a link if you are curious to read the whole thing, but I just want to point out that RACC does recognize both real conflict of interest and perceived conflicts of interest. It is a small arts community. It is great to have panelists who are knowledgeable about the Portland/Tri-County art scene, they may know people's work they may see people's work but if they have a conflict of interest we do ask them to not score an application and not participate in the discussion of any applicants, which they might have a real or perceived conflict. The panels are not open to two applicants to sit in. But you are welcome to contact RACC staff for feedback after the process and get a synopsis on what was strong or where the questions may have been for your application, whether you're funded or not, we're welcome to contact us to hear how this panel review went.

Those grant awards, the process does take into account, and we've talked about this, the budget, how much money we have in total, and how much we have from the funding sources. The panel rankings through the scoring through the review criteria and making sure that RACC is committed to serving the underserved communities on our equity lens. And those final review grant awards do get reported to the Board of Directors, and you will be notified, whether you receive a grant or not, by email, and it will also be noted in your account online so with your email that says whether you were granted. So if it goes into your junk folder and you never see it, you just log in and it will be noted whether you were awarded or not, in your account. Is Molly, back on?



Molly 49:08 I think so. All right. Sorry about that y'all. So another change that has been unveiled for the Make, Learn, Build grant program is something that we've mentioned a few times already, from working with a different panel of reviewers for each grant cycle to working with seasonal grant reviewers on contracts for the duration of these first two cycles of Make, Learn, Build, between now and July of this year. So in the past we've had groups of rotating panelists and we provided them with a stipend. But this time, what we're going to do is we're going to hire them onto our staff like Helen said bring them into the family for an extended period of time. And we're doing that for a couple reasons. Panelists have always been and will continue to be artists or professional and community representatives. But with this grant panelist contractor opportunity will also be giving priority consideration applicants without regular employment or whose work in the arts has been disrupted by COVID.

Another part of this change is that working with seasonal contractors is going to allow us to focus on assembling a single panel cohort with diverse representation across age, race, geography, discipline experience and other identities and give us more time to engage deeply with this cohort in the grant review process, including offering implicit bias training before they commence their work reviewing applications and in between the two rounds of grant review. So just having more time with the same group of folks, allow us to really work more deeply. And also, hiring folks as contractors will allow us to compensate both more accurately for their experience and their expertise in the art, culture world and helps us also distribute more funds into the arts and cultural ecosystem in the region through these panelist contractors. So we hope that in addition to bringing in a great slate of reviewers we'll also be able to foster a greater sense of community ownership amongst our artists and partners, a sense of ownership over the public funds that are being granted through RACC. So yeah, our reviewers are going to be selected after March 17, and the contracted reviewers are also ineligible for the Make, Learn, Build grant opportunity. However, if you are applying for the reviewer opportunity, but you're not selected, you will know in time and be eligible to apply for the second round of Make, Learn, Build.

All right. And the review criteria so this is what the community panel reviewers will be using to assess all of the Make, Learn, Build grant applications, regardless of which focus area, whether it's Make, Learn or Build and what amount you

request \$1,500 or \$3,000. These are the five things that they will use to assess the strength of your application. Strength of Concept including evidence of planning and your proposal clarity. They will also be looking at demonstrated capacity of the applicant and other primary collaborators that you include in your application to meet your proposed goals. They'll be looking at the impact on yourself the applicant, as well as impact on an audience or the community. And they want to make sure that your budget clearly supports the requested activity and amount. All five of these review criteria are weighted equally. Our reviewers will have an opportunity to log in, and read all the applications and score them independently online. And then our panels will convene via zoom for discussion. Reviewers have the opportunity to adjust their scores, based on conversation with other reviewers and RACC staff. The grant slate will be finalized based on a combination of these scores, conversation, RACC's equity goals and the available budget.

Ingrid 53:06 Thanks, Molly. Okay, we're gonna take another break for the some process questions in the chat...

Helen 53:24 So Ingrid the organization I work for supplies stipends for under resourced workshop participants. Is this appropriate to apply for in a grant request.

Ingrid 53:38 Sure.

Helen 53:39 Thank you. Ooh, Patricia. Ah, this is tricky. Of the \$900k available funding approximately how much is available for Washington County?

Ingrid 54:02 I don't know, It's mostly coming, just to be honest, mostly from the City of Portland, some funds from Multnomah County. There's some from Washington County and in a tiny tiny little bit from Clackamas County.

Helen 54:23 We try so hard to spread it out like we don't want to leave anything, awesome and amazing on the table. it's just difficult for us to know based on the number of folks that apply and how much has been parsed out for this particular process. We'll do the best we can to get as much support out in Washington and Clackamas County as we're able to do. Ingrid would studio reno (renovation) be eligible for the Build grant?

Ingrid 54:50 Yes

Helen 54:55 Woohoo! That's a first for RACC! Can an award for an individual artists cover the costs associated with building business skills, purchase QuickBooks for bookkeeping, trying to establish new sales channels, etc.

Ingrid 55:16 Yes

Helen 55:20 You just busted this wide open RACC

Ingrid 55:23 the theme is - can I apply for it? Yes!

Helen 55:28 Oh, this is a good question. Thank you Janell. No, that wasn't probably wasn't clear. Will both grant rounds be awarded in mid May, or will the second round be awarded later in the summer?

Ingrid 55:45 Yes. This was also, I missed this in the guidelines that round two will be awarded by the end of June.

Helen 56:00 Oh, Molly already got to. I'm trying to do such a good job making sure I'm not missing anything.

Molly 56:02 I'm just making up for having been out of the chat for a while.

Helen 56:08 You rock Molly, did you answer some of these others?

Did you answer the asking for a friend? I'd love that, I think this was my first asking for a friend! Asking for a friend who wants to do graphic design for a new family Greek restaurant that will open in the fall. Can he apply under the Make category to funds his time to research and create this.

Ingrid 56:40 Yes. But just to be clear here. It is the artist who needs to apply, the restaurant is not eligible, but the designer, creative, individual artists who meets our eligibility criteria can apply for a grant to support their work for the business.

Molly 56:57 This next question from Jenell, I did answer in the chat, but I think it's a really good one and I want to highlight it just to make sure other folks see the answer. Her question was, can you confirm that if you are unsuccessful in the first round, you may apply again in the second round? And the answer Ingrid is...

Ingrid 57:12 Yes! You can get feedback from grants staff about what worked and what didn't in the first round, it's a tight turnaround, but we're here to make this happen, and then resubmit in round two

Molly 57:28 and just to confirm you can resubmit for the same project or you can submit for a different project in round two

Helen 57:41 Yes. Wondering if this has already been answered, apologies Oh please, don't worry about that. If an individual is part of an organization that applies to the grant are they ineligible to apply as an individual as well? for

example, is it possible to apply as an organization and also as an individual. This is a \$64 question.

Ingrid 58:16 Yes. That being said, you have to have separate accounts, you have to have an account for the organization to apply for the Make Learn, Build, and then you would have to have an account as an individual artist and those eligibility criteria to apply. Please don't have the two applicants apply for the related opportunity, though. That's against the number one funding restriction more than one RACC grant for one (the same) activity. But you can apply for separate projects, separate activities, separate categories.

Helen 58:56 Ingrid, can you tell us when the funds will be available in each round?

Ingrid 59:00 I can't be specific, but Mid May. The panel for round one meet at the end of April. It takes a week or so to get the admin done, you'll get an email, and immediately be able to go in and start your paperwork, but then it can take 10 to 15 days to get people paid, so please don't be like - We think that the money come on the day after you get award, it's just there's just a lot of process, but hopefully money will be going out the door by the end of May to everybody who was awarded. Round two - the awards will be before the end of June, but give yourself like two to three weeks before you have the money in hand. Just take a lot of paperwork.

Helen 1:00:05 I'm gonna answer this next question that I think we should go on Are you guys okay with that timewise? There's still quite a few questions but this is Beth: If we're applying for equipment, through the build grant, what might be impact on audience or community look like? So Beth what happens when you're able to have a piece of equipment, what changes. What is the impact on you. How does that shine out to your community, to your audiences, to your students, or to whoever you are interacting with in terms of the work, in terms of the what it whatever it helps you to do. Does it make it easier for them to connect to you?

Does it make you more accessible to them? Does it make your work better? I mean some people really truthfully might be needing an upgrade on a particular piece of equipment that's actually going to enhance or improve quality of work. We don't care, just extend out what impact looks like from yourself out into the community to the best of your ability.

Ingrid 1:01:16 Okay, we're going to move on. Again, as we get through this, there'll be more time for questions at the end. Okay, so, on pages four and five of the guidelines, just want to touch on information about the grant awards and the administration of receiving a grant. You will get the full grant paid up front, when you submit your grant agreement. Keeping in mind that you'll get 1099 NEC at the end of the calendar year, for any grant awards paid during the year. You are expected to acknowledge the RACC grant, that means use our logo, that means, calling out on social media, there's more information when you get the grant but what, when you acknowledge the RACC grant and say that your work was supported or you were able to take a class with the RACC grant or whatever that is. What that does is it helps visibility, helps the community know where funding is going, and helps us to keep advocating for more support for the arts with our funders. You will be expected to do a final report, we can get rid of some of the hoops but there's still reporting required. When your activity is completed. What that means is answering a couple questions about the successes and challenges, giving us a final budget. Sometimes things cost more or less than you originally anticipated, and want to know what your final budget of your activity was. Documentation of that RACC logo so screenshots, or photos of the RACC acknowledgement and then other sort of support of your completed activity whatever that is. You'll need to submit the final report before you are eligible for future RACC grants, so keep that in mind, that is something that you need to do. And the last thing we want to touch on is a commitment to accessibility. In the past when we were gathering in person, that meant hosting your public presentations in accessible venues, that's still very important. But please, as you connect with your community around these projects. Keep in mind, how to make your work accessible through translation, through interpretation or otherwise including everyone in the community in your activities . Now we're gonna get into the application also at the end of the guidelines.

First I want to touch on some of the questions we might have even talked about a few of these but these questions come up pretty frequently. Should I apply as an individual or as an organization? That's about how you view your operation, and how you would like to get paid. When you're filling out your eligibility profile if you are an individual or a single member LLC, I recommend that you check the individual artist. Otherwise you will select an art business or arts organization. There is no competitive edge, one way or the other. It's really about how you see yourself and how you would like to receive grants.

How important is the category? Again, there is no competitive edge to applying in the Learn category as opposed to the Make category or as opposed to the Build category. In the end, we're going to be grouping the applications based on what we receive and who is on our panel of reviewers, who's best suited to review the application so we'll be sort of anticipating where they go, and as we even discussed today, there are activities that cross between the categories, every time you make work, you're going to be learning something you're going to be building your business, but, select the category that feels right to you and this can be something that you discuss with RACC staff if you're really getting stuck on which category.

People have asked Am I more likely to get a \$1,500 grant versus a \$3,000 grant? Again, there's no competitive edge to asking for less money if you really have an opportunity that fits the \$3,000 budget. But what's important is having expenses that fits with what you are requesting, rather than padding your budget for the \$3,000 request, because it's more money. Also, don't short yourself by asking for less when it's going to take time and resources. I know \$3000 is not a lot of money but what we're really trying to do is this little bit of infusion in into artists and the arts community, to get us to the next step.

One more thing or two more things. What artistic discipline should I choose? People ask this when they're filling out RACC grants. And in the end, we can't tell you what type of art you make you select the artistic discipline, it's not going to make a difference in whether you get a grant or not, it's about how you see your artistic practice.

And the start date and end date, some activities will have already started, and that's okay. Some end dates, may be well into the future you may be working on

this through 2021 into 2022, that's okay too. The one thing to keep in mind about start date, there are the two things: Grant awards will not be made, until mid May. So, when you're describing your activity, and your timeline and your start date and end date. Know that you will be having to make the case, about the grant impact beyond the mid May. So if your project, your activity ends in April it'll be a lot harder to make the case about the impact of the grant if it's already happened. And please note that the other thing about impact is that the longer this goes, if it's well into the future, there's just the concern that somebody might feel like, there'll be other opportunities for you to fundraise for these. Well, it's not explicit these grants are intended to kind of get us through the next 3, 6, 9 months, but it's not an eligibility concern about start date and end date.

Molly 1:08:46 Ingrid can I jump in? There have been a couple questions about reimbursement and retroactive costs and this seems like maybe a relevant moment to insert those into the conversation. There's one that asks for the Build category, do we need to wait for awards to be given in order to purchase or can you reimburse for purchases that were made before the grant awards? Similarly, someone asked for clarification about whether or not the grant will fund anything retroactively.

Ingrid 1:09:20 So, the answer is that... yes? with a question mark at the end. Those are not eligibility concerns. But what they are is about, they're a concern about, can you make a compelling case in your grant application to be reimbursed for past costs. I anticipate, we will see, if a reviewer has the option to reimburse for something that has already happened vs invest in somebody who is going to do something with the grant money in the future, human nature is to go towards investment rather than reimbursement. But it's not an eligibility concern.

Molly 1:09:55 A similar question, I think. So Steven if we didn't answer your question just now about budgeting for money that is spent before the award is made please add your questions at the end. Again, hopefully we covered that.



Ingrid 1:10:33 Okay, let's get into the grant application question.

Helen 1:10:44 So, same question for all categories. Okay so set yourself squarely in that space when you're answering these. Am I making? am I learning? Am I building? Where's my review criteria? Which will hopefully be sitting right next to you, so you make sure that you're kind of addressing those things.

Question number one is describe your project activity or opportunity include who or what is involved when and where it will take place, the timeline and any other information including the scope of the project or opportunity or details that you feel are appropriate. I will say to you that this is where the journalists in you, needs to get in there with the facts. Make sure the details and the facts that we're asking for are in play in this question. The creative writer in you the, the passionate person, that really wants to sell this, sort of defer some of that language into another space. Here is where we really want the detailed facts based information.

Question two who were the key artists collaborators community partners or service providers, what are their roles and why did you select them? So, each part of this is important, and try to remember that it's all important. So, if, if you are hiring somebody to do something please clear about what it is you're expecting them to do. And then also tell us how it is that you made that choice. Okay. The same with even an item of equipment I know we've been sort of wandering into that space a little bit but I suspect you might ask, how did you choose where you're going to purchase the equipment and how did you choose which piece of equipment. Maybe there's a camera or computer or some lighting or something like that. No amount of detail is too much, if it drove your decision making. And then, again, let us know what's best for you in an ongoing way.

How are you going to use the RACC grant funds to transition or move forward at this time? So, this is really one of the critical questions, it's, it's really about why this now. So get into the heart of how does this money help you do something that if you didn't have this money that you might not be able. I'm not going to say that you wouldn't do it because boy do we know artists are going to do things that are so creative about the way they move through space and time, but this really is about transitioning yourself as an artist, as a business person, as a maker.

And, and how's it, how's it pushing you in what you think is your forward for you the next steps for you.

And here we are with the impact, somebody already asked a question about intended impact in the activity or opportunity on the audience for the community. So yes to impacting you right but you're doing your work for a reason, who benefits from your work so that we're extending, I said this before I'll say it again because I don't know how to say it, extending the impact out from yourself. Yay, I get new lights right, so that I can do a better job of filming myself doing whatever it is I do, and putting that out into the virtual world. Well from an audience perspective, I can tell you from somebody who engages with a lot of creativity virtually, it's kind of hard to watch if it's not well lit. I mean, the same goes for public performance. So those that's just a simple way of looking at this, who benefits we hope it's more than just you because you're making your work or you're doing your work, or you have your business for a reason. So tell us about that. Ingrid, Molly, am I forgetting anything.

Molly 1:15:16 I didn't this so. I just mentioned in the chat that each of the questions, allow up to 1000 characters including spaces so we're asking you to be somewhat succinct and get right in there so that's just something to keep in mind.

Ingrid 1:15:33 You also do a budget in support of your applicants request. It's very straightforward, you list your proposal costs, you have about 10 line items. You'll provide a description, and what the amount is for each of those line items, and what you're really trying to do is provide clarity. There's no right or wrong how to do a budget, how to break up the line items but you've got some space to provide a breakout of what those line items are - trying to clear as possible and keep in mind that the budget needs to reflect the narrative. If you describe what you're going to be spending the grant funds in one way in the application questions, use the same language in the budget so the panelists can see one for one as they go to the budget proposal from reading your question answers. After you list the proposal costs, you will list the RACC grant request in the first line of the contributions, that's going to be your \$1,500 or \$3,000. You'll also list other sources of cash other fundraising other grant other income that might go towards

the proposal cost. You can also list in-kind support of donated goods and materials, just make sure that anything that's listed as an in-kind donation is also going against an actual cost, that you listed above. It has to be part of your balanced budget, and that's the last thing, your budget needs to balance. Your total proposal costs must equal your total proposal contributions. We asked you to confirm that. A lot of people just checked Yes, without actually checking the numbers, check your numbers. Make sure that your budget has the same amount of costs, as it has total contributions.

Molly 1:17:44 All right, and then the next section of the application is for your supplementary materials. You'll also upload these materials or link to them in the Opportunity Portal as you're going through your application before you submit. And these are things that support your proposal and/or your ability to execute on the project that you're proposing or the learning opportunity or the building infrastructure or capacity. So the first two are required, we need a resume or biography. This could be herself, your collaborators, primary consultants, etc but we need at least one. We're also looking for some work samples. Things that showcase you or key folks that are involved in your project. These can be links. They can be PDFs, they can be JPEGs. There needs to be at least one.

And optional. We also have room for additional documentation, there was a great question in the chat from Anna about linking out to an article or review that helped her pick a certain piece of equipment in the other supporting documents or the cost documentation depending on what you're talking about in relation to this piece of equipment that would be a great place to include a link or attach a PDF or something. Other supporting materials could be a brochure or a letter of invitation. And then in the cost section this could be quotes from contractors estimates, or wage research that you've done. Preferred file formats like I said are web links, PDFs, and JPEGs I think it also accepts a couple other formats.

Ingrid 1:19:32 So opportunities for staff support, I just want to touch on this briefly before we get to our last question. You can email any one of us directly. You can also email questions to our general [grants@racc.org](mailto:grants@racc.org) we're all monitoring that and will get back to you as soon as possible. There is a frequently asked

questions document available on the Make Learn Build website and you can download that. Check it out to see if your questions are there. We do have a process for translation services and for accessibility needs, please reach out if you need anything, any support to be successful.

And then the last thing I want to highlight is RACC staff do review drafts. It's based on first come first serve request priority will be placed, especially as we get close to the deadline, on those who have not received RACC grant funding before. You must fill out all the questions, and do the budget. You don't have to worry about work samples or other cost documentation that can be part of the sort of draft conversation but the written part and the budget must be done, then you email grants and say I have a draft ready, we'll schedule a time to do feedback on the phone and you have to get this, you have to get in the queue by March 10, so have that draft ready by March 10, email [grants@racc.org](mailto:grants@racc.org), and then we'll get you scheduled before the 17<sup>th</sup> to get feedback. If for some reason you can't get a draft done prior the 10<sup>th</sup>, just a little recommendation that you have somebody outside eyes, review it. Just checking for typos check to make sure that for clarity just something I recommend. I would also say that a grant draft review is not required, we're seeing a lot of people submit their applications already really straightforward its intended to be straightforward. And so, if you don't want to take advantage of that. I don't think it's necessary to be successful.

Helen 1:21:45 We got a few more questions Ingrid Do you have time?

Ingrid 1:21: 51 Well, first I just want to acknowledge again that all the artwork in our PowerPoint was from the Capturing the Moment call for artists part of PDXCARES. I'm going to stop sharing my screen so that we can see our faces.

Molly: 1:22 I'm going to stop the recording now too